Memorandum

Date:

March 26, 2009

To:

Golden Gate Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Redwood City Area

File No.:

330.11853.11853.09-078

Subject:

AREA MANAGEMENT EVALUATION - FLEET MANAGEMENT

Redwood City Area conducted an evaluation of its Fleet Management during the week of March 16-20, 2009. Officer M. Netten conducted the evaluation and was assisted by Sergeant M. Otterby and Lieutenant T. Walker. Lieutenant Walker determined that the Area has solid oversight in place for all items examined in HPM 22.1, Chapter 6, Fleet Management. A few areas of improvement were noted.

Areas of Needed Improvement:

At this time, Area is not able to keep an adequate supply of automotive batteries on hand, due to the lack of a supply contract. Area needs a new automotive portable floor jack, which Area is in the process of procuring. Also, the Area's current method of rotating vehicles based upon mileage accumulation is not efficient enough and is looking at other measures to properly rotate vehicles.

Summary:

The evaluation showed that the Area's overall Fleet Management exceeds policy requirements. The automotive staff is well experienced and works closely with other staff to make sure the fleet is in the best possible shape. There is supervisory and management oversight to ensure a cost effective and well maintained fleet.

P.S. WALKER, Lieutenant

Acting Commander

STATI	EΟ	OF CALIFORNIA		TAREA	1	DIVISION	NUMBER	·
DEPA	ŔТ	MENT OF CALIFORNIA HIGHWAY PAT	ROL	330	1	Golden Gate	330-09	7-001
		A MANAGEMENT EV	ALUATION	EVALUATED BY			DATE	
FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009			M. Netten 187			03/16/2009		
INS form indi can	Til n i vid b	RUCTIONS: Indicate iter is used as a Correction R dual items with "yes" or "it is placed on the CHP 454	ms reviewed by placing a che Report, the "Correction" box sh no" answers, or fill in the blan 4, Area Management Evaluati e actions, unresolved items, por or pencil, and the Supplemer	ks as indicated. If a on Supplement. The problems or progres	additiona ne Supple s, and the	l comments are no ement should include evaluator's over	ecessary, the indeed and a	nformation findings,
		F EVALUATION		SUSPENSE DATE		\$		
•			formal Evaluation	COMMANDER'S REV	VIEW		DATE	
FOLL	ON	V-UP REQUIRED	Correction Report				1 = 1 = 0	109
	Y	es 🛛 No	BY	Tolle	elly		CORRECTED	
4 6	٩	REA ADMINISTRATION		evakuayén Yes		ACTION REQUIRED	CORRECTED	
			and the state of t		ement?	- Commence of Name of State of	√ Yes	[] No
a	ì.		ervision and accountability for th	le Alea S lieet manag		200000000000000000000000000000000000000	√ Yes	
		(1) Is the Area commande	er involved and informed?					
		(a) Does he/she mor	nitor invoices?					No
		(2) Who is authorized to a	approve invoices? The LT			NAMES OF THE SHOPPES OF THE STATE OF THE STA	. ـ والله المحادد المح	
			wasians of the Automotive Tec	hnician (AT)? Vel	hicle Mair	ntenance and repair	for several year	s prior to
b	٠.		kperience of the Automotive Tec	The state of the s				
		employment for the State		A 1110 (P. 11) 11 11 11 11 11 11 11			Yes	☑ No
.,			ons and training provided?	10			☑ Yes	☐ No
			nechanic at journey person leve			——————————————————————————————————————	Yes	
			aining on new model vehicles?			N/	✓ Yes	 No
		(4) Does the AT have goo	od rapport with Area personnel a	and vendors?			 ☑ Yes	☐ No
		(5) Does the AT ensure v	ehicles are available at shift cha	ange? 				☑ No
		(6) Does the AT periodica	ally attend staff meetings?				Yes	
		(7) Does the AT have ide	as/suggestions for improving the	e program?			Yes	☑ No
C	·	How much maintenance w	ork is being done by the AT?	95%				
							en de la companya de) sealing
		(1) Is he/she qualified to p	perform mainternance and minor	r repairs?		يتراهم والمراوم والم	√ Yes	☐ No
		(a) If these duties are	e not being performed, why not	?	2			
,	-							
d	 J.	What other duties or respo	onsibilities are placed on the AT	? None	,	A STATE OF S		The layer a market of the
				EVALUATED		ACTION REQUIRED	CORRECTED	
2. \	/E	HICLE USE		Yes	anelgen amyn	The state of the s		
a		How many "E" Class vehic	cles are assigned to the Area?	25		A CONTRACTOR OF THE PARTY OF TH		
						with the party was to be a second with the party of the p		

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

OUD 4525 (Pay 6 06) OPI 009		
CHP 453F (Rev. 6-06) OPI 009 (1) Is there an unmarked patrol vehicle assigned for the commander?	☑ Yes	□ No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?	N/A	
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	Yes Yes	□No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	☑ Yes	☐ No
(a) Is there a supply of tools and minor equipment available?	☑ Yes	□No
c. What is the justification for any vehicle kept at employees homes after duty hours? If they are Motorc	ycle, the vehicl	e stays at
home after duty hours. The Captain has an assigned non-marked vehicle to drive at all hours due to job requ	airements.	
d. Who does the commander allow to ride in vehicles? CHP Employees/Allied Agency Upon Autho		cer Emp.
(1) Do supervisors use the CHP 428, Release and Waiver of Liability?		☐ No
(a) Is the CHP 428 kept for the appropriate period of time?		∏ No
3. SERVICE ARRANGEMENTS EVALUATED Yes ACTION REQUIRED	CORRECTED	
a. What vendors are being used for servicing or repairing vehicles? Sunnyvale Ford, Performance Auto	Glass, CGE A	uto Body,
Town Ford Auto Body		
(1) Are they authorized dealers?	[√] Yes	☐ No
(2) What process was used in selecting a service vendor? Yes, By Reputation, Local, and Pricing		
(3) What are the hourly rates being charged? Flat Rate		
(a) Are discounts given on parts?	☑ Yes	☐ No
(4) Has the command shopped for the most cost effective vendors?	[Z] Yes	☐ No
(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?	☑ Yes	☐ No
(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	[☑] Yes	[] No
b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?	[] Yes	[√] No
(1) What percentage of the fleet is needed on weekends? 70-80%	11	20
(2) Are there shortages of vehicles on Mondays?	Yes	☑ No
(3) If more than one AT, are their hours/days scheduled most effectively?	☑ Yes	□No
(a) Is overtime needed for maximum enforcement periods?	[] Yes	√ No
c. Are provisions adequate to ensure regular washing of vehicles?	√ Yes	☐ No
(1) How are interiors cleaned? Local Car Washes		

Destroy Previous Editions

AREA MANAGEMENT EVALUATION

CHP -	453F (Rev. 6-06) OPI 009				
	(2) Is the Area's vehicle washing procedure practical and	economical?		☑ Yes	☐ No
411-241-02-	(a) Is excessive officer time used to wash vehicles?			Yes	☑ No
	(3) Is there more than one car wash facility available?			☑ Yes	☐ No
	(4) Are vehicles being excessively washed or detailed?			☐ Yes	☑ No
	(5) Does the Area have a maintenance worker or janitor w	/ash cars?		Yes Yes	☑ No
	(6) Is there any other program that can be of assistance in			Yes	☑ No
d.	How do officers report defective equipment? Log It And				
	(1) Who is authorized to declare a vehicle unsafe for patro	ol? AT/Officers/S	Srg.		
	(a) Who determines when a vehicle is safe after repa	ir or checking of defects	? AT/Outside Vendo	ors with Repair	°S
	(b) Does he/she sign off the report form and indicate			☑ Yes	□ No
**************************************	(c) Is this system effective?			√ Yes	□No
	(d) How long are records kept? 3 years minir	านเท	<u></u>		
	(e) Is there a system in place to check vehicles for de	efects after high speed p	ursuits?	√ Yes	☐ No
4. M	ILEAGE MANAGEMENT	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
	Does Area have a system to ensure equitable mileage acco	umulation on all vehicles	5?	☑ Yes	☐ No
	(1) Are vehicles run out in the same order they are received			Yes	☑ Ño
	(2) Is there an appropriate spread of odometer readings so		ut at regular intervals?	√ Yes	☐ No
	(a) If not, can adjustments be made to accomplish thi			☑ Yes	∏ No
	How are adjustments to mileage accomplished?		t's vehicles with new vehi	icles. No other	system in
	place. A system of driving higher mileage vehicles before				
	(1) Do field supervisors and officers understand their resp	-		☑ Yes	☐ No
	(2) Does the AT understand what is required?			√ Yes	☐ No
	(3) Does the Area have a "personalized vehicle assignme	nt" program?		☑ Yes	□ No
	(a) If so, how does it effect mileage averaging?	The state of the s	ssigned persons, not by m	ileage, so no v	alid average
	available. Mileage varies by personal driving and				(Dayson III and State of the
		· · · · · · · · · · · · · · · · · · ·			
	How does the Area project run outs? By current mileage t	totals on the vehicle and	if the vehicle is an assign	ed vehicle or a	"pool" car.
C.	now does the Area project full cuts. 2) cut the many			WWW	
Ψħ					
	(1) Is FOS provided 30-45 days advance notice?				☐ No
	(1) Is FOS provided 30-45 days advance notice:				450,000

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PAYROL AREA MANAGEMENT EVALUATION

		ANAGEMENT Rev. 6-06) OPI 009				
		What has been the condition of vehicles returned to FOS?	Good conditi	on with high mileage.		
	(0)	A - the right aguinment entions completed?			√ Yes	□ No
		Are the right equipment options completed?	EVALUATED	ACTION REQUIRED	CORRECTED	
		OTIVE WORK AREA/EQUIPMENT	Yes		l √ Yes	☐ No
a.		ere adequate space and comfort in the AT office?		A-11	 ✓ Yes	☐ No
		s the office arranged neatly, and are all bulletins and manu	als current?		✓ Yes	☐ No
	(2) [Does the AT maintain a service and flat rate manual?			✓ Yes	□ No
b.	Is the	e space for working on vehicles adequate?			☑ res ☑ Yes	□ No
		s it clean and organized?				□ No
c.	Does	the AT have the supply of tools listed in HPM 31.1, Fleet C	Operations Manua	al, Chapter 6?	✓ Yes	
	(1)	s there an inventory?			☑ Yes	□ No
	((a) When was it last checked?			☑ Yes	□ No
	(2)	Are the tools located where they can be easily accessed by	the AT when wo	rking on vehicles?	☑ Yes	□ No
	((a) Are they clean and properly maintained?			☑ Yes	□ No
71411-144	((b) Is there security for the tools when the AT is not presen	nt?			☐ No
	((c) Who has access to the tools?			✓ Yes	☐ No
d.	Does	the AT have the equipment necessary to perform all require	red tasks?		✓ Yes	☐ No
		f not, has it been budgeted for and/or ordered?			Yes	[] No
	1	e equipment neat, clean and in good repair?	, , , , , , , , , , , , , , , , , , , ,		☑ Yes	∭ Ņo
		Have replacements been planned and budgeted for?		West vise	√ Yes	☐ No
	10.00	nere additional tools or items of equipment needed?			Yes	☑ No
		Could the AT be more effective if they were available?			Yes	☐ No
		Can they and/or have they been requisitioned or requested	?		Yes	☐ No
		PARTS AND SUPPLIES	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
		space provided for parts and supplies adequate?	J			□No
		f not, can more space be provided?			Yes	☐ No
		s the space neatly and logically organized?		- Add to the second sec	[√] Yes	☐ No
		s there adequate security?	,		☑ Yes	∏ Ño
			ever has the door	key (Srg.)		***************************************
	(4) V	Who has access to the parts/supplies? AT and who e				
	(5) <i>F</i>	Are batteries stored in a dry location, off the cement floor?			☑ Yes	□ No
b.	Are a	automotive parts and supplies inventoried and maintained is	n Fleet Focus (Fl	as required?	[₹] Yes	☐ No

AREA MANAGEMENT EVALUATION

HP 4	453F (Rev. 6-06) OPI 009		
	Are reasonable numbers of parts/supplies stocked?	✓ Yes	No No
-1-00	(1) Are there obsolete parts on hand?	☐ Yes	☑ No
d.	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for insta	llation? 🛛 Yes	☐ No
e.	Are adequate records maintained for tires, and are all tires accounted for?	☑ Yes	☐ No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	☑ Yes	□ No
	(2) Are proper guidelines in place for record keeping?		☐ No
	(a) Are records reviewed by management?	☑ Yes	☐ No
-	(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	☐ No
	(a) How are tires stored? Back office ASM tire racks secured behind locked fencing.	A A A A A A A A A A A A A A A A A A A	
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	Yes	☑ No
	(5) Does Area provide motorcycle vendors with a stock of tires?	☐ Yes	☑ No
	(6) Does it appear tires are being replaced prematurely?	☐ Yes	☑ No
	(7) Are adequate records maintained for used tires?	[☑] Yes	☐ No
	(a) Is the disposition of used tires within policy?	☑ Yes	No
f.	How are old tires/batteries disposed of? Batteries are traded in when replaced and provided with a	small credit for a new	w battery.
	Tired are picked up and disposed of for a small fee.		-,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders'	? 💟 Yes	☐ No
	(2) Are either tires or batteries being traded to offset installation costs?	Yes	☑ No
	(3) Are the provisions of any tire or battery disposal contract being met?	☑ Yes	No No
g.	Are Material Safety Data Sheets (MSDS) posted as required?	Yes	☑ No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	☑ Yes	☐ No
h.	Has the quarterly count of parts, tires, accessories and supplies been conducted?	☑] Yes	☐ No
	(1) Who conducted the count? Srg.'s		
		D CORRECTED	
F	UEL DISPENSING FACILITY EVALUATED Yes Yes	CORRECTED	
а.	command location?	☑ Yes	□ No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies	? Following the gu	idelmes set
***	forth for using the State issued credit card in each vehicle.		
	(a) Is self-service or full-service used? Self	C. (c. a.	
			c453f606

DEPARTMENT OF CALIPORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

CHP 4	453F (Rev. 6-06) OPI 009		
	(2) Is there a written policy, and is it complied with?		□ No
b.	Is the fuel island clean and neat?	✓ Yes	
	(1) Does it need repair or painting?	✓ Yes	☐ No
	(2) Are fuel, water and air hoses in good repair?	☑ Yes	□ No
	(3) Is the break-away coupler installed?	✓ Yes	□ No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	√ Yes	□ No
	(5) Is there a clean oil storage rack?	✓ Yes	No
*************	(6) Is the lighting adequate?	✓ Yes	No No
) — — III-V-	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	Yes 	☐ No
	(8) Have problems been reported to Facilities Section?	☑ Yes	No
C.	Is there an adequate amount of supplies available to officers?	[☑] Yes	☐ No
d.	Officers/Persons checking out vehicles		······································
	(1) Are fluids and tires checked during fueling?	☑ Yes	∏ No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	[☑] Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	☑ Yes	☐ No
	(2) Who has access to the keys to lock the meters and the storage tank? ASM		
***	(3) Is gasoline measured before and after deliveries?	☑ Yes	☐ No
m f	What method is used to log fuel and oil used in individual vehicles? Log sheet at the pump		
	(1) Are records maintained as required?	[] Yes	☐ No
· · · · · · · · · · · · · · · · · · ·	(2) What is done to reconcile differences of more than 2-3 gallons daily? None	NA CONTRACTOR OF THE CONTRACTO	And the Charles
		United the second	
g.	Does the physical inventory reasonably balance with the metered inventory each month?	☑ Yes	☐ No
<u></u>	(1) When was the pump meter last checked for accuracy? Annual		
h	Is there a contract for fuel?	☑ Yes	☐ No
().	(1) How often is the fuel supply replenished? Once a month		•
	(1) How offerrie the rest expery 1000 Gallons	- N	
	How does the Area secure the fuel pumps when they are not in use? Fuel Pump locked by key at	nd key pad	
l.	How does the Area secure the fact pumpe when any	√ Yes	☐ No
	(1) Is the system adequate?	✓ Yes	☐ No
	(2) Is it utilized by all personnel?		c453(606.f)

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009

CHP 453F (Rev. 6-00) CF1 009	EVALUATED	ACTION REQUIRED	CORRECTED	
8. SAFETY	Yes dated agree	dy hazarde?	 ☑ Yes	□ No
a. Does the Area conduct an inspection of the facility twice ea	ch year to detect sale	ty nazards:		☐ Ño
(1) Are the AT's work areas inspected?	tenan and the second		Yes	₩ No
b. Are there possible unsafe conditions within the AT's work a	reas?		✓ Yes	∏ No
(1) Is the shop floor clean and free of any spills?			Yes	✓ No
(2) Are electrical cords or hoses posing a hazard?				□ No
(3) Are fire extinguishers charged, inspected and of the pro-	oper type?	100 Feb. 74 West	☑ Yes	
(4) Are any batteries leaking or stored improperly?	-45-131		Yes	☑ No
(5) Are there loose items on the floor?			Yes	√ No
(6) Is the bench grinder firmly affixed, and are there safety	glasses available?		☑ Yes	☐ No
(a) Are they worn by the AT?			☑ Yes	No No
(7) Is the battery charger in a safe place?			✓ Yes	☐ No
(8) Are masks available for AT's to wear when servicing br	rakes?		☑ Yes	□ No
(a) If yes, are they worn?			∀es	☐ No
(9) Are jack stands properly utilized?			☑ Yes	□ No
c. What is the Area occupational safety record as it relates to	fleet management?	No injuries		
(1) Have any injuries been prevented with an improved sa	fety awareness progr	am?	Yes	√ No
9. VEHICLE RECORDS AND MAINTENANCE	evaluated Yes	ACTION REQUIRED	CORRECTED	
a. Are fleet records logically filed?			[☑] Yes	□No
(1) Are they conveniently located and available to the AT a	and supervisor?		☑ Yes	☐ No
(2) Do files contain all required documents?			☑ Yes	□ No
(a) If documents are not in files, where are they locate	ed?			
(4)				=
				H1112000
b. Do the Fleet Focus (FF) documents comply with the instruc	ctions in HPM 31.1, F	leet Operations Manual?	[☑] Yes	[] No
(1) Are documents legible and complete?			∀es	☐ No
(2) Who reviews the FF reports? ASM and Admin.	Srg.			-waven
(3) How is the information used in Area's fleet administrati	on? End	ough supplies and timely rep	placement of veh	ricles
c. Is the CHP 424 current?			☑ Yes	☐ No
(1) Does the CHP 424 reveal any unusual repair patterns	or duplicate services	?	☐ Yes	☑ No
(1) Does the Offi 424 loved any anadas. Topan parterns				c453(606)

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

CHP .	453F (Rev. 6-06) OPI 009				
ter y	(2) Have required services been done at the proper mileage	?		☑ Yes	□ No
d.	Is the Area using the most effective and economical method of	of repairing/maintaining	the fleet?	☑ Yes	☐ No
	(1) Are hourly rates in line with prevailing rates?			√ Yes	☐ No
	(2) Does the AT refer to manuals for invoice cost information	1?		☐ Yes	☑ No
	(3) Is work being done by vendors that should be done by th			Yes	☑ No
an	(4) Are there any warranty problems?	······································		Yes	☑ No
	(a) If so, are they being resolved?		***	☐ Yes	☐ No
•••••	(5) Is the credit card being used in lieu of an invoice?			Yes	☑ No
	(6) Does the commander or his/her designee review and/or a	approve invoices?		☑ Yes	□ No
·	(a) If so, is there a threshold limit, and how is the approv		oice? No thresh	old, all invoices	s are
	reviewed and signed by the Lt.				
		J			·,,
е.	Do invoices indicate parts are being supplied by the CHP?			√ Yes	☐ No
	(1) If parts are on invoices, does the vendor give a discount?	?		☑ Yes	☐ No
f	Are fleet operations bulletins maintained and accessible to the			☑ Yes	☐ No
	CONDITION OF THE FLEET	EVALUATED Yes	ACTION REQUIRED	CORRECTED	Ť.
	Using a CHP 33E, Vehicle Inspection Checklist, as a guide, a		or problems identified?	Yes	√ No
a.	(1) Have any unauthorized modifications been made on vehi			☐ Yes	☑ No
		EVALUATED	ACTION REQUIRED	CORRECTED	
	MOTORCYCLES	Yes	do problems etc?	 ☑ Yes	☐ No
a.	Is the Area commander involved and kept informed of motorco	TATUTE TO THE PARTY OF THE PART		☑ Yes	No
	(1) Are the program objectives clearly understood by the com		015 (√ Yes	☐ No
	(2) Does the Area have an up-to-date SOP relating to motor		D. H. C 2	✓ Yes	□ No
b.	Are motorcycles being deployed in conformance with departn			✓ Yes	No
	(1) Are motorcycles being used on beats with predominantly	high speed problems	?		✓ No
	(2) Are motorcycles used for special duty officer transportation			Yes	
	(3) Are motorcycles parked at the Area office during vacation	ns and extended days	off?	[Z] Yes	☐ No
C.	Are Fleet Operations Bulletins pertaining to motorcycles filed			✓ Yes	☐ No
	(1) What system is in place to verify understanding and com	npliance? AT and Br	iefing with Officers		
	(2) Are Bulletins discussed with riders?			☑ Yes	☐ No
d.	What type of active safety program does the Area have?	Quarterly Training Da	ys/CMTO Ride Alongs		
			INDRINGS LIGHT - 2 TO SERVICE		

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 4	453F (Rev. 6-06) OP1 009	☑ Yes	☐ No
	(1) Is there a Defensive Rider Program?	☑ Yes	□Ño
	(2) Is there a sufficient number of CMTOs?		
	(3) What is the Area's safety record? No Collisions/Injuries within past 3 years		
	(a) How does it compare with Division and statewide rates? Good		
	(4) Does the Area conduct quarterly motorcycle training?	✓ Yes	No
K.(-4	(a) Are mandatory exercises being conducted?	✓ Yes	□ No
	(b) Are ride-alongs being conducted on a regular basis and properly documented?	☑ Yes	No
е.	Are emergency radio repairs made at the office or at the radio shop? Radio Tec. to Office		
	(1) Are the arrangements satisfactory?	✓ Yes	No No
	(2) Is the repair person proficient?	√ Yes	☐ No
	(3) Is service available on weekends?	⟨Z⟩ Yes	☐ No
	(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	☑ No
	(5) Are any motorcycles being operated with radios in a defective condition?	Yes	☑ No
	(6) Are any repairs being done by riders?	Yes	☑ No
-	(7) Does the Area swap radios with idle units to reduce down time?	Yes	☑ No
-	(a) If so, are radios being returned to the original units or reported to Telecommunications Section	n? Yes	☐ No
	I the send of a park and/or store motorcycles?	☑ Yes	☐ No
g. 	(1) Is safety compromised?	Yes	☑ No
	the state of the s	Yes	☑ No
	(3) Are preventative measures in place to avoid problems caused by oil drippings?	Yes	☑ No
	(4) Are parked motorcycles susceptible to theft or vandalism?	Yes	☑ No
	(5) When garaged at home, is the motorcycle in a covered, secured area?	☑ Yes	☐ No
		☑ Yes	□ No
		☑ Yes	□ No
	(b) Are records of the approval on file?	r	
h.	Has the motorcycle program supervisor developed a workable procedure for storing and accounting fo approved supplies and equipment replacements?	☑ Yes	☐ No
	(1) Do equipment and accessory times comply with departmental regulations?		∏-No
•	(2) Is there ample supply available?	☑ Yes	☐ No
	(3) Are spare tires available?	√ Yes	☐ No
	(4) Is a battery charger available?	☑ Yes	□ No

Destroy Previous Editions

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

0110	453F (Rev. 6-06) OPI 009		
CHP	(5) Is there security and an accurate inventory kept?	☑ Yes	☐ No
i.	the Officer will call the shop al	head for servi	cing, then
	the motorcycle will be transported for service.		
	(1) Is it satisfactory and cost effective?	√ Yes	□ No
	(2) Does the maintenance program minimize officer and vehicle down time?	☑ Yes	□ No
	(3) How is repair work verified? By Motorcycle Officer Checking		
	(5 b and tighters on going to the motorcycle shop for repairs?	☑ Yes	☐ No
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	 ☑ Yes	☐ No
	(a) Is a supervisor's permission required?	✓ Yes	No
	(b) Is there a SOP covering this aspect of motorcycle operation?	[A] 169	
	(5) If not ridden, how are motorcycles transported to vendors for repairs? Trailer		
اجمعت	(6) Does the Area have a motorcycle trailer?	☑ Yes	☐ No
	(a) How often is it used? Not Often. Most repairs are able to ride to repair shop		
	(b) If one is not available, has Area budgeted for one?	Yes	□ No
1	Are vehicle files logically kept and up-to-date?	✓ Yes	□ No
J.	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	☑ No
	(2) Does the motorcycle supervisor review all motorcycle invoices?	Yes	☑ No
	(3) Is service up-do-date?	☑ Yes	□ No
k.	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	☑ Yes	No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	☑ Yes	□No
	(2) Are the forms filed for the life of the motorcycle?	☑ Yes	☐ No
l.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	ne ☑ Yes	☐ No

Overall, the Area fleet management evaluation has shown that Redwood City Area is above satisfactory compliance with CHP policy. Some ideas for further imporvement for the Area have been advised during the evaluation by the AT staff. First, the AT staff would like to see a larger supply of batteries available, but no contract as this time. The AT staff has also requested several times for a new jack, but have not been able to get one approved. The current Jack loses pressure whicle changing a tire. Lastly, the current system of car rotation is not efficient on rotating higher mileage vehicles out of the fleet.

Memorandum

Date:

March 19, 2009

To:

Golden Gate Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Golden Gate Communications Center

File No.:

318.10224.A04357

Subject:

HPM 22.1, CHAPTER 6, FLEET MANAGEMENT

Attached you will find the results of our recently completed, Chapter 6, Fleet Management Area Management Evaluation as required by the Office of Inspections. There were no discrepancies noted.

As a Communication Center Command with a total of one assigned "E" Class vehicle, many of the issues were not applicable to our operations.

Any questions regarding this inspection may be directed to me at 707.551.4180.

A.T. PACHECO, Captain

Commander

Attachment

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 1

Command: 318	Division: Golden Gate	Chapter:	
Inspected by: PSDSII San	dra Lopez	Date: 03/20/2009	
	Fleet Manageme	ent	(4)

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION Corrective Action Plan Included ☐ Division Level ☐ Command Level ☐ Appeal Included ☐ Executive Office Level Attachments Included Commander's Signature: Forward to: Date: Follow-up Required: Golden Gate Division X No Due Date: 04/30/2009 Chapter Inspection: Six – Fleet Management Inspector's Comments Regarding Innovative Practices: No innovative practices were observed. Command Suggestions for Statewide Improvement: No suggestions were made.

- Golden Gate Communications Center (GGCC) has a 'fleet' of one vehicle; the commander's. Therefore, the Golden Gate Division Automotive Technicians handle the service requirements of the vehicle.
- Fueling of the vehicle is done on site with very little use of the Voyager fuel card.
- All inventory associated with Fleet supplies, tools, equipment are handled by Division.

Commander's	Response:

Inspector's Findings:

The Area identified no deficiencies during this inspection.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT
Page 2

Command: 318	Division: Golden Gate	Chapter:
Inspected by: PSDSII Sand	dra Lopez	Date: 03/20/2009
	Fleet Manageme	nt

Inspecto	or's (Comn	ne	nts:

None.

Required Action

Corrective Action Plan/Timeline

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3

Command: 318	Division: Golden Gate	Chapter:
Inspected by: PSDSII San	dra Lopez	Date: 03/20/2009
	Fleet Manageme	ent

Appeal Process: (Appeals shall be filed within five (5) business days of the	e completed chapter inspection).	gayera Ag
Commander's Basis for Appeal:		
		*
		-
Appeal Review/Decision: (This shall be the only level of appeal).	F	
		#
Lead Inspector's Signature:	Date:	
Responding Commander's Signature (for appeal):	Date:	

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
GGCC	Golden Gate	#318
EVALUATED BY		DATE
PSDSII S.T. Lope:	z, A04357	03/19/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the Information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION	SUSPENSE DATE			
☑ Formal Evaluation ☐ Informal Evaluation			Ta van	
FOLLOW-UP REQUIRED Correction Report Yes V No BY	COMMANDERSTREVIEW	Inhew	DATE 3	23/9
	EVALUATED	ACTION REQUIRED	CORRECTED	7
1. AREA ADMINISTRATION	03/19/2009	None	Port)	
a. Is there a clear line of supervision and accountability for the A	rea's fleet manageme	ent? 	√ Yes	∐ No
(1) Is the Area commander involved and informed?			☑ Yes	□ No
(a) Does he/she monitor invoices?			☑ Yes	☐ No
(2) Who is authorized to approve invoices? All repairs /	invoices are handled	by the Golden Gate Divisi	on Automotive	3
Technician. Invoices are approved / processed / filed in C	Golden Gate Division	and not retained at the Ar	ea level.	3
b. What is the background experience of the Automotive Technic	cian (AT)? AT has	been a certified mechanic	for 30 years.	He has
performed CHP fleet management for 22 years.	Name to the second seco			
(1) Are sufficient instructions and training provided?	- Control of the Cont		☑ Yes	☐ No
(2) Is he/she a qualified mechanic at journey person level?	muse recording to		☑ Yes	☐ No
(3) Does he/she attend training on new model vehicles?	- Townsteen and the second			□ No
(4) Does the AT have good rapport with Area personnel and	vendors?		✓ Yes	□ No
(5) Does the AT ensure vehicles are available at shift change			☑ Yes	☐ No
			☑ Yes	□No
	ogram?		☑ Yes	□ No
		repairs. As a cost cutting	measure, AT r	ecently
recommended purchasing a Transmission Exchange Machine.				AND LABOUR DESCRIPTION OF THE PROPERTY OF THE
		, and the second	[☑] Yes	□ No
				
(a) If these duties are not being performed, why not?				
		. C. Calda Co	nta Division an	d Coldais
d. What other duties or responsibilities are placed on the AT?	4-20-km	nanagement for Golden Ga	TE DIVISION AN	d Golden
Gate Communications Center. Both of these offices are house			CORRECTER	an
2. VEHICLE USE	03/19/2009	None	CORRECTED	
a. How many "E" Class vehicles are assigned to the Area?	1			
				11000000

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

	(1	Is there an unmarked patrol vehicle assigned for the commander?	☑ Yes	∐ No
	(2	2) If the number of vehicles assigned is in excess of the formula, what justification has been made?	Not applic	able. The
		Area Commander is the only assigned uniformed officer at Golden Gate Communications Center.		
b.	. A	Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each	shift? 🛛 Yes	☐ No
	(1	Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	☑ Yes	□ No
		(a) Is there a supply of tools and minor equipment available?	[√] Yes	□ No
C.	W	What is the justification for any vehicle kept at employees homes after duty hours? Area Comma	nder is sole uniform	ed membe
	an	nd is required to respond to Area facility as needed.		
d.	W	Who does the commander allow to ride in vehicles? Acting Area Commander / Managerial -	Supervisory Staff	
	(1)	Do supervisors use the CHP 428, Release and Waiver of Liability?	☐ Yes	☑ No
-		(a) Is the CHP 428 kept for the appropriate period of time?	☐ Yes	☐ No
. SI	ERV	VICE ARRANGEMENTS EVALUATED 3/19/2009 None	CORRECTED	
		What vendors are being used for servicing or repairing vehicles? Dealers for warranty work. In	dependent shops for	vehicles n
а.	VV			
а.		inder warranty.	- Constitution Constitution	*
а.	uı		☑ Yes	□ No
a.	uı) Are they authorized dealers?	[✓] Yes	
а.	ur (1)) Are they authorized dealers?	[✓] Yes	
а.	(1)	nder warranty. Are they authorized dealers? What process was used in selecting a service vendor? Selection made according to HPM 31.1,	[✓] Yes	
a.	(1)	nder warranty. Are they authorized dealers? What process was used in selecting a service vendor? Selection made according to HPM 31.1, complete inspection of facility by AT.	[✓] Yes	
a.	(1) (2) (3)	Are they authorized dealers? What process was used in selecting a service vendor? Selection made according to HPM 31.1, complete inspection of facility by AT. What are the hourly rates being charged? Dealers \$120 Independent Shop - \$95	☑ Yes Fleet Operations Ma	anual with
a.	(1) (2) (3)	Are they authorized dealers? What process was used in selecting a service vendor? Selection made according to HPM 31.1, complete inspection of facility by AT. What are the hourly rates being charged? Dealers \$120 Independent Shop - \$95 (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors?	☑ Yes Fleet Operations Ma	anual with
a.	(1) (2) (3)	Are they authorized dealers? What process was used in selecting a service vendor? Selection made according to HPM 31.1, complete inspection of facility by AT. What are the hourly rates being charged? Dealers \$120 Independent Shop - \$95 (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?	☑ Yes Fleet Operations Ma ☑ Yes ☑ Yes ☑ Yes	nual with
	(1) (2) (3) (4) (5) (6)	Are they authorized dealers? What process was used in selecting a service vendor? Selection made according to HPM 31.1, complete inspection of facility by AT. What are the hourly rates being charged? Dealers \$120 Independent Shop - \$95 (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?	☑ Yes Fleet Operations Ma ☑ Yes ☑ Yes ☑ Yes	nual with
	(3) (4) (5) (6)	Are they authorized dealers? What process was used in selecting a service vendor? Selection made according to HPM 31.1, complete inspection of facility by AT. What are the hourly rates being charged? Dealers \$120 Independent Shop - \$95 (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchase	☑ Yes Fleet Operations Ma ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes s? ☑ Yes	nual with
	(3) (4) (5) (6)	Are they authorized dealers? What process was used in selecting a service vendor? Selection made according to HPM 31.1, complete inspection of facility by AT. What are the hourly rates being charged? Dealers \$120 Independent Shop - \$95 (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchase vehicle availability has been a problem, has Area experimented with weekend maintenance? What percentage of the fleet is needed on weekends? 0	☑ Yes Fleet Operations Ma ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes s? ☑ Yes	No No
	(3) (4) (5) (6) (1)	Are they authorized dealers? What process was used in selecting a service vendor? Selection made according to HPM 31.1, complete inspection of facility by AT. What are the hourly rates being charged? Dealers \$120 Independent Shop - \$95 (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchase vehicle availability has been a problem, has Area experimented with weekend maintenance? What percentage of the fleet is needed on weekends? Are there shortages of vehicles on Mondays?	☑ Yes Fleet Operations Ma ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☐ Yes ☐ Yes	No No No
	(3) (4) (5) (6) (7) (1) (2)	Inder warranty. Are they authorized dealers? What process was used in selecting a service vendor? Selection made according to HPM 31.1, complete inspection of facility by AT. What are the hourly rates being charged? Dealers \$120 Independent Shop - \$95 (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchase vehicle availability has been a problem, has Area experimented with weekend maintenance? What percentage of the fleet is needed on weekends? Are there shortages of vehicles on Mondays?	✓ Yes Fleet Operations Ma ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ☐ Yes	No No No
b.	(3) (4) (5) (6) (1) (2) (3)	Are they authorized dealers? What process was used in selecting a service vendor? Selection made according to HPM 31.1, complete inspection of facility by AT. What are the hourly rates being charged? Dealers \$120 Independent Shop - \$95 (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchase vehicle availability has been a problem, has Area experimented with weekend maintenance? What percentage of the fleet is needed on weekends? Are there shortages of vehicles on Mondays? If more than one AT, are their hours/days scheduled most effectively?	☐ Yes Fleet Operations Ma ☐ Yes	No No No

AREA MANAGEMENT EVALUATION

CHP 453F (Rev. 6-06) OPI 009			
(2) Is the Area's vehicle washing procedure practical and economical?		☑ Yes	☐ No
(a) Is excessive officer time used to wash vehicles?		Yes	☑ No
(3) Is there more than one car wash facility available?		☑ Yes	□ No
(4) Are vehicles being excessively washed or detailed?		☐ Yes	Ø No
(5) Does the Area have a maintenance worker or janitor wash cars?		☑ Yes	□ No
(6) Is there any other program that can be of assistance in washing cars?		☐ Yes	☑ No
d. How do officers report defective equipment? Problems / concerns are written	up on locally produced form,	Defective Vehi	icle Report
Service Due, which alerts the AT.			
(1) Who is authorized to declare a vehicle unsafe for patrol? Driver (un	iformed member) and AT.		
(a) Who determines when a vehicle is safe after repair or checking of defe	ects? AT		
(b) Does he/she sign off the report form and indicate what has been done	?	☑ Yes	□ No
(c) Is this system effective?		☑ Yes	□No
(d) How long are records kept? Minimum of three years, longer for	or more serious repairs.		
(e) Is there a system in place to check vehicles for defects after high spee	d pursuits?	✓ Yes	□ No
. MILEAGE MANAGEMENT EVALUATED 3/19/2009	ACTION REQUIRED None	CORRECTED	
a. Does Area have a system to ensure equitable mileage accumulation on all vehic	cles?	☑ Yes	□ No
(1) Are vehicles run out in the same order they are received?		☑ Yes	□ No
(2) Is there an appropriate spread of odometer readings so that vehicles are ru	n out at regular intervals?	☑ Yes	□ No
(a) If not, can adjustments be made to accomplish this?		Yes	□ No
b. How are adjustments to mileage accomplished? Vehicles are sw	vapped by taking the lowest n	nileage for year	r / model to
even out mileage.			
(1) Do field supervisors and officers understand their responsibility in vehicle as	ssignments?	☑ Yes	□ No
(2) Does the AT understand what is required?		☑ Yes	☐ No
(3) Does the Area have a "personalized vehicle assignment" program?		☑ Yes	[] No
(a) If so, how does it effect mileage averaging? By swapping vel	nicles.		
c. How does the Area project run outs? By mileage entering information documen	nted on CHP 33, <i>Driver Equi</i> j	oment Check.	
	And the second s	****	
(1) Is FOS provided 30-45 days advance notice?			□ No
		The real section and the secti	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

AILE INVINCENTIA	
FLEET MANAGEMENT	
CHP 453F (Rev. 6-06) OPI 009	

(2) What has been the condition of vehicles returned to	to FOS? Ex	cellent.			merali dikenalewa
(3) Are the right equipment options completed?				☑ Yes	□ No
TOMOTIVE WORK AREA/EQUIPMENT	EVALU 3/19/		ACTION REQUIRED None	CORRECTED	
Is there adequate space and comfort in the AT office?				☑ Yes	□ No
(1) Is the office arranged neatly, and are all bulletins a	and manuals cu	rent?			□ No
(2) Does the AT maintain a service and flat rate manu-	al?			☑ Yes	□ No
Is the space for working on vehicles adequate?			4.	☑ Yes	☐ No
(1) Is it clean and organized?					□ No
Does the AT have the supply of tools listed in HPM 31.	1, Fleet Operation	ons Manual,	Chapter 67	☑ Yes	□No
(1) Is there an inventory?				☑ Yes	□ No
(a) When was it last checked?				☑ Yes	☐ No
(2) Are the tools located where they can be easily acce	essed by the Al	when worki	ng on vehicles?	☑ Yes	□ No
(a) Are they clean and properly maintained?				√ Yes	□ Nò
(b) Is there security for the tools when the AT is no	ot present?			√ Yes	□No
(c) Who has access to the tools?		····	24(PP-11)	√ Yes	□ No
Does the AT have the equipment necessary to perform	all required tas	(s?		☑ Yes	☐ No
(1) If not, has it been budgeted for and/or ordered?		- 40		[] Yes	□ No
Is the equipment neat, clean and in good repair?				☑ Yes	□ No
(1) Have replacements been planned and budgeted fo	r?			☑ Yes	□ No
Are there additional tools or items of equipment needed	?			Yes	☑ No
(1) Could the AT be more effective if they were availab	ole?	***************************************		Yes	☐ No
(2) Can they and/or have they been requisitioned or re-	quested?			Yes	□ No
ES, PARTS AND SUPPLIES	3/19/2		ACTION REQUIRED None	CORRECTED	
Is the space provided for parts and supplies adequate?				√ Yes	☐ No
(1) If not, can more space be provided?		F	(a d d d d d d d d d d d d d d d d d d d	Yes	□ No
(2) Is the space neatly and logically organized?			SIII Westing a Serie of State	☑ Yes	□ No
(3) Is there adequate security?			4	☑ Yes	☐ No
4) Who has access to the parts/supplies? AT.					
5) Are batteries stored in a dry location, off the cemen	it floor?		110 mm	☑ Yes	☐ No
Are automotive parts and supplies inventoried and main	ntained in Fleet	Focus (FF) a	s required?	☑ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

			45 1500000000000000000000000000000000000	
Are	reasonable numbers of parts/supplies stocked?	(<u>/</u>) Y	es	☐ No
(1)	Are there obsolete parts on hand?	[] Y	es	☑ No
Doe	es Area stock parts/supplies purchased by the Department, and provide them to the vendor for insta	allation? 🛭 Y	es	□ No
Are	adequate records maintained for tires, and are all tires accounted for?	☑ Y	es	□ No
	Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	□ Y	es	□ No
(2)	Are proper guidelines in place for record keeping?	√ √ √	es	□ No
	(a) Are records reviewed by management?	(Z) Y	es	□ No
(3)	Are tires properly safeguarded from theft or misuse?	☑ Y	es	□ No
	(a) How are tires stored?			
(4)	Is access to the tires restricted to the AT and his/her assistant or backup?	□ Y	es	□ No
(5)	Does Area provide motorcycle vendors with a stock of tires?		es	□ No
(6)	Does it appear tires are being replaced prematurely?	☐ Y	es	√ No
(7)	Are adequate records maintained for used tires?	☑ Y	es	□ No
((a) Is the disposition of used tires within policy?	√ Y	es	☐ No
low a	are old tires/batteries disposed of? Tires are sold. Battery vendors pick up old batteries and o			·
dow a				2000
		do disposal.		□ No
(1)	are old tires/batteries disposed of? Tires are sold. Battery vendors pick up old batteries and	do disposal.	es	
(1) I (2) A	are old tires/batteries disposed of? Tires are sold. Battery vendors pick up old batteries and old list the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	do disposal.	es es	□ No
(1) I (2) /	are old tires/batteries disposed of? Tires are sold. Battery vendors pick up old batteries and old list the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? Are either tires or batteries being traded to offset installation costs?	do disposal.	es es	□ No
(1) I (2) A (3) A	are old tires/batteries disposed of? Tires are sold. Battery vendors pick up old batteries and old list the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? Are either tires or batteries being traded to offset installation costs? Are the provisions of any tire or battery disposal contract being met?	do disposal.	es es es	□ No □ No
(1) I (2) A (3) A Are N	are old tires/batteries disposed of? Tires are sold. Battery vendors pick up old batteries and old list the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? Are either tires or batteries being traded to offset installation costs? Are the provisions of any tire or battery disposal contract being met? Material Safety Data Sheets (MSDS) posted as required?	do disposal.	es es es	□ No☑ No□ No□ No
(1) I (2) A (3) A Are M (1) A	are old tires/batteries disposed of? Tires are sold. Battery vendors pick up old batteries and old list the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? Are either tires or batteries being traded to offset installation costs? Are the provisions of any tire or battery disposal contract being met? Material Safety Data Sheets (MSDS) posted as required? Are all containers (other that the original) containing hazardous materials properly marked?	do disposal. V Y V V V Y V Y V Y	es es es	☐ No ☑ No ☐ No ☐ No ☐ No ☐ No
(1) I (2) A (3) A Are M (1) A	are old tires/batteries disposed of? Tires are sold. Battery vendors pick up old batteries and old list the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? Are either tires or batteries being traded to offset installation costs? Are the provisions of any tire or battery disposal contract being met? Material Safety Data Sheets (MSDS) posted as required? Are all containers (other that the original) containing hazardous materials properly marked? the quarterly count of parts, tires, accessories and supplies been conducted?	do disposal. V Y V V V Y V Y V Y	es es es	□ No □ No □ No □ No □ No
(1) 1 (2) A Are M (1) A Has t	are old tires/batteries disposed of? Tires are sold. Battery vendors pick up old batteries and only list the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? Are either tires or batteries being traded to offset installation costs? Are the provisions of any tire or battery disposal contract being met? Material Safety Data Sheets (MSDS) posted as required? Are all containers (other that the original) containing hazardous materials properly marked? the quarterly count of parts, tires, accessories and supplies been conducted? Who conducted the count? Officer Rob Jessell, ID 15786, Golden Gate Division Operations.	do disposal. Y Y Y Y Y Y Y Y	es es es es es	No No No No No
(1) 1 (2) A Are M (1) A Has t	are old tires/batteries disposed of? Tires are sold. Battery vendors pick up old batteries and only list the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? Are either tires or batteries being traded to offset installation costs? Are the provisions of any tire or battery disposal contract being met? Material Safety Data Sheets (MSDS) posted as required? Are all containers (other that the original) containing hazardous materials properly marked? the quarterly count of parts, tires, accessories and supplies been conducted? Who conducted the count? Officer Rob Jessell, ID 15786, Golden Gate Division Operations.	do disposal. Y Y Y Y Y Y Y Y	es es es es es	□ No □ No □ No □ No □ No
(1) (2) A (2) A (3) A (4) A (4) A (4) A (5) A (6) A	are old tires/batteries disposed of? Tires are sold. Battery vendors pick up old batteries and only list the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? Are either tires or batteries being traded to offset installation costs? Are the provisions of any tire or battery disposal contract being met? Material Safety Data Sheets (MSDS) posted as required? Are all containers (other that the original) containing hazardous materials properly marked? the quarterly count of parts, tires, accessories and supplies been conducted? Who conducted the count? Officer Rob Jessell, ID 15786, Golden Gate Division Operations.	do disposal. Y Y Y Y Y Y Y Y	es es es es	No No No No No
	(1) (2) (3) (4) (5) (6)	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for instal Are adequate records maintained for tires, and are all tires accounted for? (1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? (2) Are proper guidelines in place for record keeping? (a) Are records reviewed by management? (3) Are tires properly safeguarded from theft or misuse? (a) How are tires stored? (4) Is access to the tires restricted to the AT and his/her assistant or backup? (5) Does Area provide motorcycle vendors with a stock of tires? (6) Does it appear tires are being replaced prematurely? (7) Are adequate records maintained for used tires?	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? Are adequate records maintained for tires, and are all tires accounted for? (1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? (2) Are proper guidelines in place for record keeping? (3) Are records reviewed by management? (4) Is access to the tires restricted to the AT and his/her assistant or backup? (5) Does Area provide motorcycle vendors with a stock of tires? (6) Does it appear tires are being replaced prematurely? (7) Are adequate records maintained for used tires?	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? Are adequate records maintained for tires, and are all tires accounted for? Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? Are proper guidelines in place for record keeping? (a) Are records reviewed by management? (b) Yes (a) Are tires properly safeguarded from theft or misuse? (a) How are tires stored? (b) Yes (c) Does Area provide motorcycle vendors with a stock of tires? (c) Yes (d) Is access to the tires restricted to the AT and his/her assistant or backup? (d) Yes (e) Does it appear tires are being replaced prematurely? (f) Are adequate records maintained for used tires? (f) Are adequate records maintained for used tires?

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

CHP 453F (Rev. 6-06) OPI 009		
(2) Is there a written policy, and is it complied with?	☑ Yes	☐ No
b. Is the fuel island clean and neat?	[☑] Yes	□ No
(1) Does it need repair or painting?	Yes	☑ No
(2) Are fuel, water and air hoses in good repair?	[✓] Yes	☐ No
(3) Is the break-away coupler installed?	[✓] Yes	□ No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☑ Yes	☐ No
(5) Is there a clean oil storage rack?	☑ Yes	☐ No
(6) Is the lighting adequate?	☑ Yes	□ No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☑ Yes	□No
(8) Have problems been reported to Facilities Section?		□No
c. Is there an adequate amount of supplies available to officers?	☑ Yes	□ No
d. Who fuels the vehicles? Driver (uniformed member) of vehicle.		
(1) Are fluids and tires checked during fueling?		□No
 e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 t months as required? 	io 18 Ves	□ No
(1) Are pump meters and the storage tank properly safeguarded?	☑ Yes	□ No
(2) Who has access to the keys to lock the meters and the storage tank? AT.		
(3) Is gasoline measured before and after deliveries?	☑ Yes	☐ No
f. What method is used to log fuel and oil used in individual vehicles? Fuel Log and Gasoline Inp	out Log	
(1) Are records maintained as required?	☑ Yes	□ No
(2) What is done to reconcile differences of more than 2-3 gallons daily? Tracked through	ugh Gas Input Log by off	icer ID
number.		
g. Does the physical inventory reasonably balance with the metered inventory each month?	☑ Yes	□ No
(1) When was the pump meter last checked for accuracy? August 2008. Is checked yearly	···	
In the discount of the second	✓ Yes	No
h. Is there a contract for fuel?	∑ 162	(
(1) How often is the fuel supply replenished? Every two months.		
(2) At what level is it refilled? 1800 gallons.	ad a	
i. How does the Area secure the fuel pumps when they are not in use? Pumps are padlock		—————————————————————————————————————
(1) Is the system adequate?	☑ Yes	∐ No
(2) Is it utilized by all personnel?	√ Yes	∐ No
4P 453F (Rev. 6-06) Page 6 Destroy Previous Editions		c4531606.frp

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009				
B. SAFETY	SAFETY SA		CORRECTED	
a. Does the Area conduct an inspection of the facility to	wice each year to detect safety	hazards?	[ℤ] Yes	ПΝ
(1) Are the AT's work areas inspected?			☑ Yes	П
b. Are there possible unsafe conditions within the AT's	work areas?		☐ Yes	☑ N
(1) Is the shop floor clean and free of any spills?	**************************************		√ Yes	Пи
(2) Are electrical cords or hoses posing a hazard?			☐ Yes	[Z] N
(3) Are fire extinguishers charged, inspected and of	the proper type?		☑ Yes	□N
(4) Are any batteries leaking or stored improperly?			Yes Yes	☑ N
(5) Are there loose items on the floor?			Yes	Ø N
(6) Is the bench grinder firmly affixed, and are there	safety glasses available?		☑ Yes	□ N
(a) Are they worn by the AT?			☑ Yes	Πи
(7) Is the battery charger in a safe place?			☑ Yes	Пи
(8) Are masks available for AT's to wear when service	cing brakes?		☑ Yes	□ N
(a) If yes, are they worn?			☑ Yes	□ N
(9) Are jack stands properly utilized?			☑ Yes	ΠN
(1) Have any injuries been prevented with an improv	red safety awareness program	?	☑ Yes	□ N
VEHICLE RECORDS AND MAINTENANCE	2/19/2009	ACTION REQUIRED None	CORRECTED	
a. Are fleet records logically filed?		Aller Mark at the Control of the Con		N
(1) Are they conveniently located and available to the	e AT and supervisor?		[<u>/</u>] Yes	N
(2) Do files contain all required documents?			[<u>/</u>] Yes	N
(a) If documents are not in files, where are they	located? Documents are fil	ed and maintained by A7		
o. Do the Fleet Focus (FF) documents comply with the in	nstructions in HPM 31.1, Fleet	Operations Manual?	☑ Yes	ΠN
(1) Are documents legible and complete?	**************************************	THE RESERVE THE PROPERTY OF THE PARTY OF THE	☑ Yes	□ N
(2) Who reviews the FF reports? Uniformed su	ipervisor.			
(3) How is the information used in Area's fleet admini		istical purposes.		
c. Is the CHP 424 current?	WAR 1997		☑ Yes	□ N
(1) Does the CHP 424 reveal any unusual repair patt	erns or duplicate services?		Yes	\square

AREA MANAGEMENT EVALUATION

٠	What type of active safety program does the Area have?				
	(2) Are Bulletins discussed with riders?			☐ Yes	☐ No
	(1) What system is in place to verify understanding and c	compliance?	4.40.000		
С.	Are Fleet Operations Bulletins pertaining to motorcycles fi		www	Yes	☐ No
	(3) Are motorcycles parked at the Area office during vaca		off?	Yes	No
	(2) Are motorcycles used for special duty officer transpor		100000000000000000000000000000000000000	Yes	□ No
	(1) Are motorcycles being used on beats with predomina	antly high speed problems	?	☐ Yes	□ No
b.	Are motorcycles being deployed in conformance with dep	artmental policy and Flee	t Operations Bulletins?	Yes	□ No
	(2) Does the Area have an up-to-date SOP relating to mo			Yes	□ No
	(1) Are the program objectives clearly understood by the	commander and supervis	ors?	Yes	☐ No
a.	. Is the Area commander involved and kept informed of mo	otorcycle deployment, nee	ds, problems, etc.?	Yes	□ No
11.	MOTORCYCLES	evaluated Not applicable	Not applicable	CONNECTED	· · · · · · · · · · · · · · · · · · ·
	(1) Have any unauthorized modifications been made on		ACTION REQUIRED	☐ Yes	√ No
a.	. Using a CHP 33E, Vehicle Inspection Checklist, as a guid	de, are there any patterns	or problems identified?	Yes	☑ No
10.	CONDITION OF THE FLEET	3/19/2009	None	CORRECTED	
f.	Are fleet operations bulletins maintained and accessible to			✓ Yes	No
	(1) If parts are on invoices, does the vendor give a disco	ount?		☑ Yes	□ No
е	. Do invoices indicate parts are being supplied by the CHP	?		☑ Yes	□ No
	Request is routed for approval via e-mail. Copy	of e-mail is attached to in	rvoice when submitted for	approval/proce	ssing.
-	(a) If so, is there a threshold limit, and how is the ap	······································	voice? Required	approval over \$	1,000.
	(6) Does the commander or his/her designee review and	d/or approve invoices?		☑ Yes	□ No
	(5) Is the credit card being used in lieu of an invoice?			Yes	☑ No
	(a) If so, are they being resolved?			Yes	☐ No
	(4) Are there any warranty problems?		And the second s	Yes	[☑] No
	(3) Is work being done by vendors that should be done to			Yes	☑ No
	(2) Does the AT refer to manuals for invoice cost inform	nation?		☑ Yes	☐ No
CHINE	d. Is the Area using the most effective and economical meti (1) Are hourly rates in line with prevailing rates?	nou of repairing/maintainin	The first fi	☑ Yes	☐ No
			ng the fleet?	☑ Yes	☐ No
	(2) Have required services been done at the proper mile	eage?		[7] Yes	□ No

AREA MANAGEMENT EVALUATION

CHP 453F	(Rev. 6-06) OPI 009		ر د ده د ده د ده ده ده ده ده ده ده ده ده
(1)	Is there a Defensive Rider Program?	Yes	☐ No
(2)	Is there a sufficient number of CMTOs?	Yes	□ No
(3)	What is the Area's safety record?		
	(a) How does it compare with Division and statewide rates?		•
(4)	Does the Area conduct quarterly motorcycle training?	Yes	□ No
***************************************	(a) Are mandatory exercises being conducted?	Yes	□ No
<u></u>	(b) Are ride-alongs being conducted on a regular basis and properly documented?	Yes	☐ No
e. Are	emergency radio repairs made at the office or at the radio shop?		
(1)	Are the arrangements satisfactory?	Yes	☐ No
(2)	Is the repair person proficient?	☐ Yes	□ No
(3)	Is service available on weekends?	Yes	□ No
(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	Yes	□ No
(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□ No
	Are any repairs being done by riders?	Yes	☐ Nō
(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□ No
	(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	Yes	□ No
g. Is th	nere adequate space to park and/or store motorcycles?	☐ Yes	□ No
(1)	Is safety compromised?	☐ Yes	☐ No
(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□ No
(3)	Are preventative measures in place to avoid problems caused by oil drippings?	Yes	□ No
(4)	Are parked motorcycles susceptible to theft or vandalism?	Yes	□ No
(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□ No
	(a) Has it been inspected and approved?	Yes	□ No
	(b) Are records of the approval on file?	☐ Yes	□ No
h. Has appr	the motorcycle program supervisor developed a workable procedure for storing and accounting for oved supplies and equipment replacements?	[] Yes	□ No
(1)	Do equipment and accessory times comply with departmental regulations?	☐ Yes	□ No
(2)	Is there ample supply available?	[] Yes	□ No
(3)	Are spare tires available?	Yes	☐ No
(4)	Is a battery charger available?	Yes	□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

CHP	453F (Rev. 6-06) OPI 009		
	(5) Is there security and an accurate inventory kept?	☐ Yes	☐ No
l.	What arrangements have been made for servicing and repairing motorcycles?		
	(1) Is it satisfactory and cost effective?	Yes	□ No
	(2) Does the maintenance program minimize officer and vehicle down time?	☐ Yes	□ No
	(3) How is repair work verified?		
			4
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□ No
	(a) Is a supervisor's permission required?	☐ Yes	□ No
	(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□ No
	(5) If not ridden, how are motorcycles transported to vendors for repairs?		
-		Margin production and a second production of the second production of t	
	(6) Does the Area have a motorcycle trailer?	[] Yes	☐ No
	(a) How often is it used?		
	(b) If one is not available, has Area budgeted for one?	Yes	□ No
j.	Are vehicle files logically kept and up-to-date?	☐ Yes	□ No
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges	?	□ No
12	(2) Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□ No
	(3) Is service up-do-date?	☐ Yes	□ No
k.	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP Monthly Motorcycle Inspection List, completed as required?	184, 🗌 Yes	□ No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	Yes	☐ No
	(2) Are the forms filed for the life of the motorcycle?	☐ Yes	□No
1.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guid Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies	des, do the , etc.?	□No
-			

4 16 109

Memorandum

Date:

March 31, 2009

To:

Golden Gate Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Contra Costa Area

File No.:

320.10458.13731.CH6AUD

Subject:

2009 FIRST QUARTER AUDIT - HPG 22.1, CHAPTER SIX, FLEET

MANAGEMENT

In compliance with direction provided by Golden Gate Division, Contra Costa Area has completed the required Highway Patrol Guide 22.1, Chapter Six, Fleet Management, inspection for the first quarter, 2009. On January 29, 2009, at the direction of Lieutenant S. E. Mills, #13731, Sergeants W. J. Myers, #10684, and T. J. White Jr., #14367, completed an audit of Area's motorcycle program; a memorandum summarizing their findings is attached. The program was found to be in compliance with applicable policy and practice.

On March 25, 2009, Lieutenant Mills, accompanied by Sergeant P. J. Arpaia, #15344, Automotive Technician II C. Gremaux, #A8651, and Automotive Technician I H. Medeiros, #A14021, conducted an audit of Area's automotive fleet. The findings are well documented on the attached CHP 453f, Area Management-Evaluation; however, items requiring further explanation are document herein by reference number.

1. Area Administration.

a. There has been a breakdown in the line of supervision for the automotive technicians in the past; this has been predominantly due to the flux of the administrative sergeant position and a lack of managerial involvement.

Action Item: Sergeant Arpaia will assume fleet supervisor responsibilities; Captain J. U. Cahoon will assume management oversight for the automotive fleet.

4. Mileage Management.

- a. Area has a system in place, defined in Area SOP, where over-mile vehicles are removed from service to regulate mileage accrual.
 - (1) Due to the fluctuations of vehicles in and out of service for repair, and the need to provide sufficient vehicles for daily operations, it is not practical to regulate mileage to the extent that vehicles are run-out in the order received. Every effort is made to ensure vehicles are run-out in a reasonable order.

Golden Gate Division Page 2 March 31, 2009

5. Automotive Work Area/Equipment

a. The office space provided for the AT-II and AT-I is insufficient. In addition to providing office space for work stations and files, the office space provided for both automotive technicians must also serve as storage for spare parts inventory and tools. In a recent inspection conducted by Paul Scholl, Senior Inspector of Automotive Equipment, it was noted that Contra Costa Area has a low amount of Ford Crown Victoria PI brake parts on hand and the AT's office lacks sufficient space for storage of EMT bags when vehicles are sent out for service. These discrepancies are attributed to the lack of adequate storage space.

Action Item: Area will explore the possibility of acquiring a con-ex box or similar portable storage container to house automotive supplies.

b. While clean and well organized, the space available for servicing vehicles is inadequate. The automotive technicians must make use of a service bay that is of insufficient width to provide for easy access around the vehicle during service, and of insufficient height to allow a vehicle to be raised high enough to provide room for the technician to stand upright under the vehicle. After completing oil and filter services, the technician must navigate the drain oil container over the base of the lift or through the parking lot to access the waste oil tank or store the drain oil container. This process increases the opportunity for spills or injury.

Action Item: A new lift has been installed and modifications to the lift are in process to increase the active lift height. Area will re-assess the lift when the modifications area complete.

d. Area's battery charger is unserviceable.

Action Item: A replacement has been budgeted for.

6. Tires, Parts and Supplies.

- a. As described in 5a above, there is insufficient space for the storage of parts and supplies.
- c. While some stocks are low due to storage space, Area maintains an adequate stock of parts and supplies. Area maintains some parts stock that is obsolete.

Action Item: Obsolete stock will be identified and a statewide surplus parts commnet will be generated. Stock not claimed will be returned to motor transport section.

Golden Gate Division Page 3 March 31, 2009

e(7)(a). Area accrued a stock of 102 used tires. Adequate records to account for used tires were not properly maintained; disposition of used tires was not within policy.

Action Item: Area shall immediately dispose of all used tires.

f. Old tires are disposed of via contract waste tire hauler.

Action Item: The contract waste tire hauler was contacted and arrangements were made for prompt used tire pick-up and disposal. The vendor will be contacted for disposal each time Area accrues 10 used tires, sooner if needed.

h. Due to concerns regarding record keeping and oversight of the fleet program, Motor Transport Section, Senior Inspector of Automotive Equipment, Paul Scholl conducted a Chapter Six inspection at the request of Contra Costa Area Commander, Captain J. U. Cahoon. During the inspection, conducted March 17 – 19, 2009, these quarterly counts were conducted.

8. Safety

b. Due to space concerns addressed in Automotive Work Area/Equipment, loose items are commonly stacked on the floor. These items are generally limited to boxed spare parts and larger tools.

9. Vehicle Records and Maintenance

c. Vehicles have often gone over-mileage for routine service, or have had the service performed but not documented correctly.

Action Item: The AT-I has been placed on Interim Reporting for noted deficiencies in record keeping. Follow-up will be conducted on a weekly basis by the fleet supervisor, Sergeant Arpaia, who will involve the fleet manager, Captain Cahoon.

Should you have any questions regarding the contents of this memorandum, please feel free to contact me directly at (925) 646-4980.

J. U. CAHOON, Captain

Commander

Attachments

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT
CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER	3.0
Contra Costa	Golden Gate	320	
EVALUATED BY		DATE	
Lieutenant S. E. M	fills, #13731	03/25/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE	96		
FOLLOW-UP REQUIRED Correction Report Yes No	COMMANDER'S REVIEW		DATE 4/3	10°7
1. AREA ADMINISTRATION	EVALUATED Yes	ACTION REQUIRED Yes .	CORRECTE: Yes	>
a. (s there a clear line of supervision and accountability for the Ar	rea's fleet managem	ent?	☑ Yes	□No
(1) Is the Area commander involved and informed?	2		✓ Yes	□ No
(a) Does he/she monitor invoices?		17	. ☑ Yes	□ No
(2) Who is authorized to approve invoices? The Area Comm	nander, Executive O	fficer, Field Operations O	fficer, Motorc	ycle Sergean
and Administrative Sergeant are authorized.		*	2	2
b. What is the background experience of the Automotive Technic	lan (AT)? Basic au	tomotive maintenance at a	hobbyist leve	el.
	att.			
(1) Are sufficient instructions and training provided?			✓ Yes	□ No
(2) Is he/she a qualified mechanic at journey person level?		3	Yes	☑ No
(3) Does he/she attend training on new model vehicles?			Yes	☑ No
(4) Does the AT have good rapport with Area personnel and v	vendors?			. 🔲 No
(5) Does the AT ensure vehicles are available at shift change	?		✓ Yes	□ No
(6) Does the AT periodically attend staff meetings?			✓ Yes	□No
(7) Does the AT have ideas/suggestions for improving the pro-	gram?		✓ Yes	□No
c. How much maintenance work is being done by the AT? Oil/fil	lter changes, fransmi	ssion services, brake and l	bearing servic	es, tire relate
repairs/services, minor cooling system and electrical repairs.	1/4/1		17	
(1) Is he/she qualified to perform maintenance and minor repa	airs?		✓ Yes	□No
(a) If these duties are not being performed, why not?	I/A		سانات و ا	15
*		90 - 100 MILLS - 200 - 2		
d. What other duties or responsibilities are placed on the AT?	n the absence of the	janitor and maintenance w	orker, the AT	's attend to
basic facility needs such as dumping of garbage and stocking	of toiletries and supp			
2. VEHICLE USE	Yes	ACTION REQUIRED	CORRECTE	o
a. How many "E" Class vehicles are assigned to the Area? 31				

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL ADDRA BRANA GEMENT EVALUATION

AREA N	MANAGEMENT, EVALUA	1101
FLEET N	MANAGEMENT	
CHP 453F	(Rev. 6-06) OPI 009	
(1)	Is there an unmarked patrol vi	ehicle

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?		(1) Is there an unmarked patrol vehicle assigned for the commander?	5	✓ Yes	□ No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? (a) Is there a supply of tools and minor equipment available? (b) What is the judification for any vehicle kept at employees homes after duty hours? The Area Commander and all employees assign to primary motorcycle enforcement duties maintain state vehicles at their residence, no justification required. (b) Who does the commander allow to ride in vehicles? Employees of the State of California and those persons completing a CHP 428. (c) Do supervisors use the CHP 428, Release and Walver of Liability? (d) Is the CHP 428 kept for the appropriate period of time? (e) Is the CHP 428 kept for the appropriate period of time? (f) SERVICE ARRANGEMENTS. (g) ACTION RECURRED (g) OGRACOFFE AUtobody. Carr West Autobody and Bay Autobody (g) Are they authorized dealers? (g) What process was used in selecting a service vendor? Proximity to Area office, willingness to provide service priority, quality work, consistency/accuracy of estimates. (g) What are the hourly rates being charged? \$104/hr (g) Are discounts given on parts? (g) Does the Ara achieve to policy in HPM 11.2, Materials Management Manual, when making purchases? (g) Does the Ara schere to policy in HPM 11.2, Materials Management Manual, when making purchases? (g) No (h) What percentage of the fleet is needed on weekends? 70% (g) Are there shortages of vehicles on Mondays? (g) Are there shortages of vehicles on Mondays? (g) Ir more than one AT, are their hours/days scheduled most effectively? (g) Are provisions adequate to ensure regular washing of vehicles? (g) No (g) Is certime needed for maximum enforcement periods? (g) Are provisions adequate to ensure regular washing of vehicles?		(2) If the number of vehicles assigned is in excess of the formula, what justification h	nas been made? N/A		
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? (a) Is there a supply of tools and minor equipment available? (b) What is the justification for any vehicle kept at employees homes after duty hours? The Area Commander and all employees assign to primary motorcycle enforcement duties maintain state vehicles at their residence, no justification required. (b) Who does the commander allow to ride in vehicles? Employees of the State of California and those persons completing a CHP 428. (c) Do supervisors use the CHP 428, Release and Walver of Liability? (d) Is the CHP 428 kept for the appropriate period of time? (e) SERVICE ARRANGEMENTS (f) Do supervisors use the CHP 428, Release and Walver of Liability? (g) Kept Autobody. Car West Autobody and Bay Autobody (g) What vendors are being used for servicing or repairing vehicles? Walnut Creck Ford, Hilltop Dodge, Pittsburg Ford, Walker-Autobody. Car West Autobody and Bay Autobody (g) What process was used in selecting a service vendor? Proximity to Area office, willingness to provide service priority, quality work, consistency/accuracy of estimates. (g) What are the hourly rates being charged? \$104/hr (g) Are discounts given on parts? (g) Are discounts given on parts? (g) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (g) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (g) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (g) Are discounts given on parts? (g) Are ensured to policy in HPM 11.2, Materials Management Manual, when making purchases? (g) No (g) Ir more than one AT, are their hours/days scheduled most effectively? (g) Are there shortages of vehicles on Mondays? (g) Ir more than one AT, are their hours/days scheduled most effectively? (g) Are provisions adequate to ensure regular weshing of vehicles?					- 8
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? (a) Is there a supply of tools and minor equipment available? (b) What is the justification for any vehicle kept at employees homes after duty hours? The Area Commander and all employees assign to primary motorcycle enforcement duties maintain state vehicles at their residence, no justification required. (b) Who does the commander allow to ride in vehicles? Employees of the State of California and those persons completing a CHP 428. (c) Do supervisors use the CHP 428, Release and Walver of Liability? (d) Is the CHP 428 kept for the appropriate period of time? (e) SERVICE ARRANGEMENTS (f) Do supervisors use the CHP 428, Release and Walver of Liability? (g) Kept Autobody. Car West Autobody and Bay Autobody (g) What vendors are being used for servicing or repairing vehicles? Walnut Creck Ford, Hilltop Dodge, Pittsburg Ford, Walker-Autobody. Car West Autobody and Bay Autobody (g) What process was used in selecting a service vendor? Proximity to Area office, willingness to provide service priority, quality work, consistency/accuracy of estimates. (g) What are the hourly rates being charged? \$104/hr (g) Are discounts given on parts? (g) Are discounts given on parts? (g) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (g) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (g) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (g) Are discounts given on parts? (g) Are ensured to policy in HPM 11.2, Materials Management Manual, when making purchases? (g) No (g) Ir more than one AT, are their hours/days scheduled most effectively? (g) Are there shortages of vehicles on Mondays? (g) Ir more than one AT, are their hours/days scheduled most effectively? (g) Are provisions adequate to ensure regular weshing of vehicles?			•		
(a) Is there a supply of tools and minor equipment available? c. What is the justification for any vehicle kept at employees homes after duty hours? The Area Commander and all employees assignate to primary motorcycle enforcement duties maintain state vehicles at their residence, no justification required. d. Who does the commander allow to ride in vehicles? Employees of the State of California and those persons completing a CHP 428. (1) Do supervisors use the CHP 428, Release and Walver of Liability? (a) Is the CHP 428 kept for the appropriate period of time? SERVICE ARRANGEMENTS. (a) Is the CHP 428 kept for the appropriate period of time? Autobody. Car West Autobody and Buy Autobody (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? Proximity to Area office, willingness to provide service priority, quality work, consistency/accuracy of estimates. (3) What are the hourly rates being charged? \$104/hr (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (7) What process was used in selection maked on weekends? 70% (8) Are there shortages of the fleet is needed on weekends? 70% (9) Are there shortages of the fleet is needed on weekends? 70% (1) What process the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (3) If more than one AT, are their hours/days scheduled most effectively? (4) Are there shortages of the fleet is needed on weekends? 70% (5) Are there shortages of vehicles on Mondays? (Ъ.	b. Are there procedures in place to ensure there are sufficient vehicles available at the b	peginning of each shift?	☑ Yes·	□No
c. What is the justification for any vehicle kept at employees homes after duty hours? The Area Commander and all employees assigned to primary motorcycle enforcement duties maintain state vehicles at their residence, no justification required. d. Who does the commander allow to ride in vehicles? Employees of the State of California and those persons completing a CHP 428. (1) Do supervisors use the CHP 428, Release and Walver of Liability?		(1) Are officers allowed to perform minor corrections in order to keep the vehicles on	the road?		□No
to primary motorcycle enforcement duties maintain state vehicles at their residence, no justification required. d. Who does the commander allow to ride in vehicles? Employees of the State of California and those persons completing a CHP 428. (1) Do supervisors use the CHP 428, Release and Walver of Liability?		(a) Is there a supply of tools and minor equipment available?		√ Yes	□No
CHI V 428. (1) Do supervisors use the CHP 428, Release and Walver of Liability?	С,	c. What is the justification for any vehicle kept at employees homes after duty hours?	The Area Commander and	all employe	ecs assigned
10 10 10 10 10 10 10 10	-	to primary motorcycle enforcement duties maintain state vehicles at their residence,	no justification required.		
(a) Is the CHP 428 kept for the appropriate period of time? SERVICE ARRANGEMENTS. Autobody. Car West Autobody und Bay Autobody (1) Are they authorized dealers? What process was used in selecting a service vendor? Proximity to Area office, willingness to provide service priority, quality work, consistency/accuracy of estimates. (3) What are the hourly rates being charged? \$104/hr (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? Yes No (5) If vehicle availability has been a problem, has Area experimented with weekend maintenance? (6) Are there shortages of the fleet is needed on weekends? 70% (7) Are there shortages of vehicles on Mondays? (8) If more than one AT, are their hours/days scheduled most effectively? (9) Are provisions adequate to ensure regular washing of vehicles? (9) Yes No	d.	d. Who does the commander allow to ride in vehicles? Employees of the State of Calif	fornia and those persons or	ompleting a	СНР 428.
ACTION REQUIRED CORRECTED ACTION REQUIRED ACTION REQUI		(1) Do supervisors use the CHP 428, Release and Walver of Liability?		☑ Yes	□No
a. What vendors are being used for servicing or repairing vehicles? Walnut Creck Ford, Hilltop Dodge, Pittsburg Ford, Walker Autobody. Car West Autobody and Bay Autobody (1) Are they authorized dealers?		(a) Is the CHP 428 kept for the appropriate period of time?	(i) F)	✓ Yes	□No
a. What vendors are being used for servicing or repairing vehicles? Walnut Creck Ford, Hilltop Dodge, Pittsburg Ford, Walker Autobody. Car West Autobody and Bay Autobody (1) Are they authorized dealers?	. s	THE PARTY AND AND THE PARTY OF	ACTION REQUIRED	CORRECTE	0
Autobody. Car West Autobody and Bay Autobody Are they authorized dealers? Proximity to Area office, willingness to provide service priority, quality work, consistency/accuracy of estimates. Yes No	а.		d, Hilltop Dodge, Pittsbur	g Ford, Wal	ker
(1) Are they authorized dealers? ☑ Yes ☑ No (2) What process was used in selecting a service vendor? Proximity to Area office, willingness to provide service priority, quality work, consistency/accuracy of estimates. □ Ventral Proximity to Area office, willingness to provide service priority, quality work, consistency/accuracy of estimates. (3) What are the hourly rates being charged? \$104/hr ☑ Yes ☑ No (4) Has the command shopped for the most cost effective vendors? ☑ Yes ☑ No (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☑ Yes ☑ No (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☑ Yes ☑ No (b) If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☑ Yes ☑ No (1) What percentage of the fleet is needed on weekends? 70% ☑ Yes ☑ No (2) Are there shortages of vehicles on Mondays? ☑ Yes ☑ No (3) If more than one AT, are their hours/days scheduled most effectively? ☑ Yes ☑ No (a) Is overtime needed for maximum enforcement periods? ☑ Yes ☑ Yes ☑ Yes (a)	10				
(2) What process was used in selecting a service vendor? Proximity to Area office, willingness to provide service priority, quality work, consistency/accuracy of estimates. (3) What are the hourly rates being charged? \$104/hr (a) Are discounts given on parts?	-	and the second s		. ✓ Yes	□No
work, consistency/accuracy of estimates. (3) What are the hourly rates being charged? \$104/hr (a) Are discounts given on parts?		4	e, willingness to provide s	service prior	ity, quality
(3) What are the hourly rates being charged? \$104/hr (a) Are discounts given on parts?					
(a) Are discouring given on paris? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? (7) Yes No (8) If vehicle availability has been a problem, has Area experimented with weekend maintenance? (9) Are there shortages of the fleet is needed on weekends? 70% (1) What percentage of the fleet is needed on weekends? 70% (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? (4) Is overtime needed for maximum enforcement periods? (5) Are provisions adequate to ensure regular washing of vehicles?		Control of the Contro	•)		
(4) Has the command shopped for the most cost entertive various? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	-	(a) Are discounts given on parts?		✓ Yes	□ No
long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? Yes No b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? Yes No (1) What percentage of the fleet is needed on weekends? 70% (2) Are there shortages of vehicles on Mondays? Yes No (3) If more than one AT, are their hours/days scheduled most effectively? Yes No (a) Is overtime needed for maximum enforcement periods? Yes No c. Are provisions adequate to ensure regular washing of vehicles?		(4) Has the command shopped for the most cost effective vendors?	<u>a</u>	✓ Yes	□No
b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? (1) What percentage of the fleet is needed on weekends? 70% (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? (a) Is overtime needed for maximum enforcement periods? (b) If we hicle availability has been a problem, has Area experimented with weekend maintenance? (a) No (b) No (c) Are there shortages of vehicles on Mondays? (d) Yes No (e) No (e) No (f) No (f) No (g) N		(5) Does the Area constantly change vendors, or work out problems in order to main long-term relationships?	ntain good	☑ Yes	□No
(1) What percentage of the fleet Is needed on weekends? 70% (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? (a) Is overtime needed for maximum enforcement periods? (b) Yes No C. Are provisions adequate to ensure regular washing of vehicles?		(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when	n making purchases?		- □ No
(2) Are there shortages of vehicles on Mondays? ☐ Yes ☑ No (3) If more than one AT, are their hours/days scheduled most effectively? ☑ Yes ☐ No (a) Is overtime needed for maximum enforcement periods? ☐ Yes ☑ No c. Are provisions adequate to ensure regular washing of vehicles? ☑ Yes ☐ No	b.	b. If vehicle availability has been a problem, has Area experimented with weekend main	ntenance?	☐ Yes	☑ No
(3) If more than one AT, are their hours/days scheduled most effectively? (a) Is overtime needed for maximum enforcement periods? (b) Is overtime needed for maximum enforcement periods? (c) Are provisions adequate to ensure regular washing of vehicles?		(1) What percentage of the fleet is needed on weekends? 70%		//*	
(a) Is overtime needed for maximum enforcement periods? C. Are provisions adequate to ensure regular washing of vehicles? Yes No		(2) Are there shortages of vehicles on Mondays?		☐ Yes	✓ No
c. Are provisions adequate to ensure regular washing of vehicles?		(3) If more than one AT, are their hours/days scheduled most effectively?			□No
C. Are provisions adequate to ensure regular maching of remover		Company Compan		☐ Yes	☑ No
	C.	c. Are provisions adequate to ensure regular washing of vehicles?	V 4-18-4-1	✓ Yes	□No
			by a contract vendor.		
		· · · · · · · · · · · · · · · · · · ·		*8	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

==		(2)	Is the Area's vehicle washing procedure practical and economical?	☑ Yes	□No
-		(2)	(a) Is excessive officer time used to wash vehicles?	Yes	✓ No
		(0)	Is there more than one car wash facility available?	✓ Yes	
-	_			☐ Yes	☑ No
	_	-	Are vehicles being excessively washed or detailed?	Yes	☑ No
		(5)	Does the Area have a maintenance worker or Janitor wash cars?	earlie .	₩ 140 ☑ No
_			Is there any other program that can be of assistance in washing cars?	. Yes	
_	d.	Hov	w do officers report defective equipment? A Defective Automotive Equipment Report sheet is posted promi	nently at the	ne venicie
		key	board.		
		(1)	Who is authorized to declare a vehicle unsafe for patrol? Any uniformed employee may declare a vehicle	unsafe base	ed on
			personal observations. That vehicle will remain 'out of service' until examined by one of the AT's.		(4.9)
			(a) Who determines when a vehicle is safe after repair or checking of defects? The AT's may declare a vehicle	icle safe af	ter repair.
	-1-1-1	368	(b) Does he/she sign off the report form and indicate what has been done?	✓ Yes	□ No ·
-			(c) Is this system effective?	✓ Yes	□No
			(d) How long are records kept? Records are kept in the Fleet Folder for the service life of the vehicle.	1. 40.00	EC
			(e) Is there a system in place to check vehicles for defects after high speed pursuits?	☑ Yes	□No
4.	MI	LEA:	GE-MANAGEMENT EVALUATED ACTION REQUIRED Yes Yes	Yes Yes	
	a.	Doe	s Area have a system to ensure equitable mileage accumulation on all vehicles?	✓ Yes	□No
		(1)	Are vehicles run out in the same order they are received?	☐ Yes	☑ No
		(2)	Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	✓ Yes	□No
	_		(a) If not, can adjustments be made to accomplish this?	☐ Yes	□No
	b.	Hov	vare adjustments to mileage accomplished? Adjustments are often necessary due to vehicles down for maj	or repair.	Vehicles that
_		hav	e accrued excessive mileage have the keys removed from the key board to the FOO's office until mileage fal	ls in line.	
		(1)	Do field supervisors and officers understand their responsibility in vehicle assignments?	✓ Yes	□No
		(2)	Does the AT understand what is required?	✓ Yes	□No
		(3)	Does the Area have a "personalized vehicle assignment" program?	✓ Yes	□No
	21915		(a) If so, how does it effect mileage averaging? Area has a sufficient number of officers with seniority to	assure equ	itable
-			mileage accrual on assigned vehicles. Vehicles nearing run-out are transferred to the pool and are driv	en by less	senior"
			officers. Mileage is monitored and adjusted as listed in Section b above.		
	C.	How	does the Area project run outs? Run outs are projected 45 days from the accrual of 95,000 miles on a veh	icle.	
-			4		
	-	(1)	Is FOS provided 30-45 days advance notice?	✓ Yes	□No
	_	(.,			

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

	(2) What has been the condition of vehicles returned to FOS? Vehicles would be classified as fair. There are some cosmetic						
****	ě		blemishes, both on the interior and exterior, but the overall	mechanical condition i	s sound.		1.0
		(3)	Are the right equipment options completed?		•	✓ Yes	□ No
5.	Αl	UTO	MOTIVE WORK AREA/EQUIPMENT	Yes	ACTION REQUIRED	CORRECTED	
	a.	ls i	there adequate space and comfort in the AT office?		16	Yes	☑ No
	5	(1)	is the office arranged neatly, and are all bulletins and manua	als current?		Yes	□No
		(2)	Does the AT maintain a service and flat rate manual?			Yes	□No
_	b.	ls 1	the space for working on vehicles adequate?			Yes	☑ No
		(1)	Is it clean and organized?			√ Yes	□ No
	c.	Do	es the AT have the supply of tools listed in HPM 31.1, Fleet O	perations Manual, Cha	pter 6?	☑ Yes	□ Ņo 🤲
		(1)	is there an inventory?			✓ Yes	□ No
_			(a) When was it last checked?	(9)	*	Yes	□.No ®
		(2)	Are the tools located where they can be easily accessed by	the AT when working o	n vehicles?	☑ Yes	□No
			(a) Are they clean and properly maintained?		B	☑ Yes	□No
			(b) Is there security for the tools when the AT is not present	t?		Yes Yes	□No
	200		(c) Who has access to the tools?			Yes	□No
	d.	Do	es the AT have the equipment necessary to perform all requir	ed tasks?		☐ Yes	☑ No
		(1)	If not, has it been budgeted for and/or ordered?	*:		✓ Yes	□No
	e,	ls t	he equipment neat, clean and in good repair?		ta	✓ Yes	□No
	-	(1)	Have replacements been planned and budgeted for?		(4	✓ Yes	□ No
	f.	Are	there additional tools or items of equipment needed?	14'		✓ Yes	□ No
	-100	(1)	Could the AT be more effective If they were available?	Special Control of the Control of th			□ No
^		(2)	Can they and/or have they been requisitioned or requested?	3	, 2	✓ Yes	□ No
6.	TIF	RES	, PARTS AND SUPPLIES	Yes .	ACTION REQUIRED	CORRECTED	
	a,	ls t	he space provided for parts and supplies adequate?			Yes	☑ No
	***	(1)	If not, can more space be provided?	177.72.0000		☐ Yes	☑ No
	-	(2)	Is the space neatly and logically organized?	201		✓ Yes	□No
		(3)	Is there adequate security?			✓ Yes	□No
		(4)	Who has access to the parts/supplies? All uniformed pers	onnel, in addition to th	e AT's, Janitor and Main	tenance Wo	orker, have
			keys to access the AT office.				
		(5)	Are batteries stored in a dry location, off the cement floor?			✓ Yes	□ No
	b.	'Аге	automotive parts and supplies inventoried and maintained In	Fleet Focus (FF) as re	quired?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

C.	Are reasonable numbers of parts/supplies stocked?	✓ Yes	□No
	(1) Are there obsolete parts on hand?	✓ Yes	□No
d.	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	✓ Yes	□No
e,	Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□ No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	☑ Yes :	□ No
	(2) Are proper guidelines in place for record keeping?	☑ Yes	□ No
	(a) Are records reviewed by management?	✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?	[∗]	□No
	(a) How are tires stored? Tires are stored in racks contained in a cinder block outbuilding.		6
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	□Yes	☑ No
	(5) Does Area provide motorcycle vendors with a stock of tires?	☐Yes	☑ No
	(6) Does it appear tires are being replaced prematurely?	☐ Yes	☑ No
	(7) Are adequate records maintained for used tires?	Yes	Ŋvò
	(a) Is the disposition of used tires within policy?	☐ Yes	☑ No
f.	How are old tires/batteries disposed of? Used tire management has lacked sufficient oversight with regard to	disposal. C	old tires will
	be disposed of via contract vendor. Batteries are 'traded' when new batteries are necessary.	- WW	
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	.☑Yes	□No
	(2) Are either tires or batteries being traded to offset installation costs?	☑ Yes	□No
8	(3). Are the provisions of any tire or battery disposal contract being met?	✓ Yes	∘ □ No
g.	Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□No
h.	Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□No
	(1) Who conducted the count? Paul Scholl, Senior Inspector of Automotive Services. This count was conducted the count?	ted as part	of a Chapter
	6 inspection requested by Area and will be addressed in the summary memo.	(4-0)	
- 7	1	,	
. FU	EL DISPENSING FACILITY EVALUATED Yes ACTION REQUIRED	CORRECTED	
a.	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	☑ Yes	□ No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies? Area S	OP and bri	efing book
	contains directives governing the use of the Voyager card and purchase of E-85 fuels.	- THE THE REAL PROPERTY.	
	(a) Is self-service or full-service used? Self-service when applicable.		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

_				
		(2) Is there a written policy, and is it complied with?	☑ Yes	□No
	b	. Is the fuel island clean and neat?	✓ Yes	□No
_		(1) Does it need repair or painting?	☐ Yes	☑ No
		(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
		(3) Is the break-away coupler installed?	☑ Yes	□No
		(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☑ Yes	□ No .
	2	(5) Is there a clean oil storage rack?	☑ Yes	□No
Ξ		(6) Is the lighting adequate?	✓ Yes	⊡ No
-	=::::	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☑ Yes	□No
_		(8) Have problems been reported to Facilities Section?	☑ Yes	□No
_	C,	Is there an adequate amount of supplies available to officers?	Yes	□No
ī	d.	Who fuels the vehicles? Uniformed employees and AT's fuel all state vehicles.		.*
		(1) Are fluids and tires checked during fueling?	☑ Yes	Ν̈́ο
	e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters callbrated every 12 to 18 months as required?	✓ Yes	□ No
11111		(1) Are pump meters and the storage tank properly safeguarded?	☑ Yès	□No
•		(2) Who has access to the keys to lock the meters and the storage tank? Sets of keys are maintained by the A'	I's and the	Field .
		Operations Lieutenant.		
		(3) Is gasoline measured before and after deliveries?	Yes	☑ No
	f.	What method is used to log fuel and oil used in individual vehicles? A log to be used by all (Area and transient)	employee	s using the
	N.	fueling station is maintained at the fueling island. In addition, the CHP 33 is monitored monthly.	ş	
		(1) Are records maintained as required?	✓ Yes	□ No
V	7-1-1-1	(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A, fuel quantities are monitored by	the Veed	er-Root
		system.		
	g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□ No
		(1) When was the pump meter last checked for accuracy? N/A	- 3	
			·	
	h.	Is there a contract for fuel?	✓ Yes	. No
		(1) How often is the fuel supply replenished? Averages every 27 days.		sentration in the
		(2) At what level is it refilled? Fuel stocks are re-ordered when supply on hand falls to 2000 gallons.		
-	i.	How does the Area secure the fuel pumps when they are not in use? A padlock keyed to the Area general master.		10.1507/074
		(1) Is the system adequate?	✓ Yes	□No
		(2) Is it utilized by all personnel?	✓ Yes	□ No
		The state of the s		

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009

8.	S.A	VFE.	TY	X Secretaria de la constitución			Yes Yes		ACTION REQUIRED	CORRECTED	S
_	8.	Do	es th	e Area conduct an inspection of the	facility twice	e each ye	ar to detect s	afety hazar	ds?	☑ Yes	□No
-		(1)	Are	the AT's work areas inspected?	·········	20				☑ Yes	□No
-	b.	Аге	e ther	e possible unsafe conditions within	the AT's wo	rk areas?		4		✓ Yes	⊡ No
		(1)	ls th	ne shop floor clean and free of any s	spills?	00.504				☑ Yes	□No
		(2)	Are	electrical cords or hoses posing a h	nazard?		5-20-00-0		8	☐ Yes	☑ No
		(3)	Are	fire extinguishers charged, inspect	ed and of the	e proper t	ype?				□No
-		(4)	Are	any batteries leaking or stored imp	roperly?	***************************************			1	Yes	☑ No
		(5)	Are	there loose items on the floor?					· · · · · · · · · · · · · · · · · · ·	✓ Yes	□ No
		(6)	ls th	ne bench grinder firmly affixed, and	are there sa	fety glass	ses available	? .		✓ Yes	□ No
			(a)	Are they worn by the AT?				¥		✓ Yes	□ No
		(7)	Is th	ne battery charger in a safe place?					* • •	☐ Yes	□No
_		(8)	Are	masks available for AT's to wear w	hen servicin	g brakes	7		·	✓ Yes	□ No
	2.	•	(a)	If yes, are they worn?						✓ Yes	□ No
		(9)	Are	jack stands properly utilized?		- Vice al Xinesada				✓ Yes	□ No
	c.	. What is the Area occupational safety record as it relates to fleet management? Area has not recorded a pr					s not recorded a preve	ntable or los	time injury		
		dir	ectly	related to fleet management in ove	r three years	S.					
(- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	ž	(1)	Hav	e any injuries been prevented with	an Improved	l safety a		gram?	Constant and the second	✓ Yes	□ No
9.	VE	HIC	OLE F	RECORDS AND MAINTENANCE		**	Yes		ACTION REQUIRED		
	a.			records logically filed?						☑ Yes	□ No
	-	(1)	Are	they conveniently located and avail	able to the	AT and su				☑ Yes	□ No
į		(2)	. Do f	iles contain all required documents	?	*	*		#3 	✓ Yes	□ No
	3.		(a)	If documents are not in files, where	are they lo	cated?	II	4.345.511			
								(*)			
				The Halpin							
	b.	Do	the F	leet Focus (FF) documents comply	with the ins	tructions	in HPM 31.1	, Fleet Oper	rations Manual?	✓ Yes	□ No
		(1)	Are	documents legible and complete?				*	· · · · · · · · · · · · · · · · · · ·		□ No
		(2)		reviews the FF reports? Administ					HIII - 1287 - 1		
		(3)	How	is the information used in Area's fl	eet administ	tration?	The informa	ion is used	to monitor the fleet fo	n service int	erval.
			mile	enge accrual, and recurring service	concerns.	****					
	c,	ls ti		IP 424 current?						✓ Yes	□No
5		(1)	Doe	s the CHP 424 reveal any unusual	repair patte	rns or duj	olicate servic	es?	با %	☐ Yes	☑ No
										· · · · · · · · · · · · · · · · · · ·	

Destroy Previous Editions

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

	453F	/Day	6-061	OPI	nna
CHP	4531	(Rev.	0-00)	QF1	UUS

(2) Have required services been done at the proper mileage?	☐ Yes ☑ No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	☑ Yes ☐ No
(1) Are hourly rates in line with prevailing rates?	☑ Yes ☐ No
(2) Does the AT refer to manuals for Invoice cost information?	☑ Yes ☐ No
(3) Is work being done by vendors that should be done by the AT?	☐ Yès ☑ No
(4) Are there any warranty problems?	. ☐ Yes ☑ No
(a) If so, are they being resolved?	☐ Yes ☐ No
(5) Is the credit card being used in lieu of an invoice?	☑ Yes ☐ No
(6) Does the commander or his/her designee review and/or approve involces?	✓ Yes □ No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?	9 V 1
	*
*	
e. Do invoices indicate parts are being supplied by the CHP?	☑ Yes ☐ No
(1) If parts are on invoices, does the vendor give a discount?	☑ Yes ☐ No
f. Are fleet operations bulletins maintained and accessible to the AT?	
10. CONDITION OF THE FLEET Yes EVALUATED YES	CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified	ed? ☐ Yes ☑ No
(1) Have any unauthorized modifications been made on vehicles?	☐ Yes ☑ No
11. MOTORCYCLES Per	D CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	☑ Yes □ No
(1) Are the program objectives clearly understood by the commander and supervisors?	✓ Yes 🗌 No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	☑ Yes ☐ No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletin	ns? Yes No
(1) Are motorcycles being used on beats with predominantly high speed problems?	☐ Yes ☑ No
(2) Are motorcycles used for special duty officer transportation?	☐ Yes ☑ No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	✓ Yes ☐ No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	
	scussed with motorcycle officers
by the Motorcycle Sergeant.	, average
(2) Are Bulletins discussed with riders?	☑ Yes ☐ No
d. What type of active safety program does the Area have? Area's active safety program is a component	of motor training days. Safety
issues are discussed in open forum along with information from Motorcycle Safety Supervisor meeting	

FLEET MANAGEMENT

		(1)	Is there a Defensive Rider Program?	Yes	□No
		(2)	Is there a sufficient number of CMTOs?	✓ Yes	□No
		(3)	What is the Area's safety record? In spite a recent spike in motorcycle accidents. Area maintains an excell	ent safety	record.
-		SHOW	These accidents have involved veteran riders and training/discussion has been implemented to prevent future	e accident	s.
-			(a) How does it compare with Division and statewide rates? Area's safety record fits within the mean average.	age for oth	er Arca's
Ē.			within the Division and state.		
		(4)	Does the Area conduct quarterly motorcycle training?	✓ Yes	□No
***	***		(a) Are mandatory exercises being conducted?	☑ Yes	□No
-			(b) Are ride-alongs being conducted on a regular basis and properly documented?	☑ Yes	□No
•	e.	Are	emergency radio repairs made at the office or at the radio shop? At Area office by radio technician.		K.
-		(1)	Are the arrangements satisfactory?	☑ Yes	□No
_		(2)	Is the repair person proficient?	.☑ Yes	□No
_		(3)	Is service available on weekends?	☐ Yes	☑ No
_		(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	☑ No
		(5)	Are any motorcycles being operated with radios in a defective condition?	. 🗀 Yes	☑No
		(6)	Are any repairs being done by riders?	☐ Yes	☑ No
_		(7)	Does the Area swap radios with idle units to reduce down time?	✓ Yes	□No
	_		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☑ Yes	□No
	g.	ls th	nere adequate space to park and/or store motorcycles?	✓ Yes	□No
24.0		(1)	Is safety compromised?	☐ Yes	☑No
		(2)	Are units parked near an entrance causing foot traffic to be inhibited?	Yes	☑ No
_		(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☑ Yes	□No
		(4)	Are parked motorcycles susceptible to theft or vandalism?	Yes	☑ No·
		(5)	When garaged at home, is the motorcycle in a covered, secured area?	☑ Yes	□No
			(a) Has it been inspected and approved?	☑ Yes	□No
			(b) Are records of the approval on file?	☑ Yes	□No
	h.	Has app	the motorcycle program supervisor developed a workable procedure for storing and accounting for roved supplies and equipment replacements?	Yes	☑ No
		(1)	Do equipment and accessory times comply with departmental regulations?	Yes	☑ No
		(2)	Is there ample supply available?	Yes	☑ No
		(3)	Are spare tires available?	Yes	☑ No
		(4)	ls a battery charger available?	✓ Yes	□No
-	-				- Q

(5) Is there security and an accurate inventory kept?	☐ Yes	☑ No
i. What arrangements have been made for servicing and repairing motorcycles? All repair work is performed at either Walnut Creek BMW or San Francisco BMW, both are authorized dealer service centers. (1) Is it satisfactory and cost effective? (2) Does the maintenance program minimize officer and vehicle down time? (3) How is repair work verified? Repair work is verified by inspection done by the Motor Sergeant with assistance from the Automotive Technician. (4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs? (b) Is there a SOP covering this aspect of motorcycle operation? (c) It not ridden, how are motorcycles transported to vendors for repairs? Area maintains a motorcycle trailer. Motorcycles not, ridden to a repair facility are trailered. (a) How office is it used? When a non-roadworthy motorcycle must be transported to the dealer for repair. (b) If one is not available, has Area budgeted for one? (c) Does the Area have a motorcycle sequipment Check, reveal excessive maintenance charges? (d) Yes No (e) Does the motorcycle supervisor review all motorcycle invoices? (f) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges? (g) Yes No (h) Is service up-do-date? (g) Yes No (h) Are wehicle files logically kept and up-to-date? (g) Yes No (h) Are mechanical discrepancies recorded with the date noted and date corrected? (g) Yes No (h) Are mechanical discrepancies recorded with the date noted and date corrected? (g) Yes No	ut Creek	
BMW or San Francisco BMW, both are authorized dealer service centers.		
(1) Is it satisfactory and cost effective?	∵□Yes	☑ No
(2) Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□No
(3) How is repair work verified? Repair work is verified by inspection done by the Motor Sergeant with assista	ance from t	the
Automotive Technician.		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	✓ Yes	□No
(a) Is a supervisor's permission required?		□No
(b) Is there a SOP covering this aspect of motorcycle operation?	✓ Yes	□No
(5) If not ridden, how are motorcycles transported to vendors for repairs? Area maintains a motorcycle trailer	. Motorcy	cles not,
ridden to a repair facility are trailered.		
(6) Does the Area have a motorcycle trailer?	✓ Yes	□ No
(a) How often is it used? When a non-roadworthy motorcycle must be transported to the dealer for repair		
(b) If one is not available, has Area budgeted for one?	Yes	□ No
j. Are vehicle files logically kept and up-to-date?	✓ Yes	□ No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	☑ No
(2) Does the motorcycle supervisor review all motorcycle invoices?	☑ Yes	□ No
(3) Is service up-do-date?	☑ Yes	□ No
 Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required? 	✓ Yes	□ No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	✓ Yes	□ No
(2) Are the forms filed for the life of the motorcycle?	☑ Yes	□ No
 Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.? 	✓ Yes	□No

res : the state of the state o	
STATE OF, CALIFORNIA DEPARTMENT OF CALIFORNIA-HIGHWAY PATROL AREA MANAGEMENT EVALUATION FLEET MANAGEMENT CHP 453F (Rev. 6-06) OP! 009 AREA DIVISION Contra Costa (320) Golden Gate EVALUATED BY Paul Scholl (A 10966) Victor Lau (A 10923)	NUMBER 301 DATE) 03/17/2009
INSTRUCTIONS: Indicate Items reviewed by placing a check in the "Evaluated" box and/or the "Action Form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies and individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are not can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include accomplishments or corrective actions, unresolved Items, problems or progress, and the evaluator's overform can be completed in pen or pencil, and the Supplement can be handwritten if desired.	e corrected. Answer ecessary, the information ude significant findings,
TYPE OF EVALUATION SUSPENSE DATE Formal Evaluation Informal Evaluation 04/15/2009	
FOLLOW-UP REQUIRED COMMANDER'S REVIEW Yes No	DATE
1. AREA ADMINISTRATION X EVALUATED X	CORRECTED
a. Is there a clear line of supervision and accountability for the Area's fleet management?	☑ Yes ☐ No
(1) Is the Area commander involved and informed?	☑ Yes □ No
(a) Does he/she monitor invoices?	☑ Yes ☐ No
(2) Who is authorized to approve invoices?	a a
b. What is the background experience of the Automotive Technician (AT)?	A CONTRACTOR OF THE CONTRACTOR

c. How much maintenance work is being done by the AT? One AT performs the service work and the other AT performs the record

□ No

□ No

✓ No

☐ No

☑ No

□ No

☑ No

☐ No

✓ Yes

✓ Yes

☐ Yes

✓ Yes

☐ Yes

✓ Yes

Yes

✓ Yes

Are sufficient instructions and training provided?

(2) Is he/she a qualified mechanic at journey person level?

(6) Does the AT periodically attend staff meetings?

Does he/she attend training on new model vehicles?

Does the AT have good rapport with Area personnel and vendors?

keeping duties. This can be problematic if one is away from work for vacation, illness, etc.

Does the AT ensure vehicles are available at shift change?

(7) Does the AT have ideas/suggestions for improving the program?

(1) Is he/she qualified to perform maintenance and minor repairs?

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT?

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

Н	P 453F (Rev. 6-06) OPI 009		
-	(1) Is there an unmarked patrol vehicle assigned for the commander?	☑ Yes	□No
	(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?		
	2 P 72 P		
	b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of eac	h shift? Yes	□ No
	(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	☐Yes	□No
	(a) Is there a supply of tools and minor equipment available?	☐ Yes	· No
-	c. What is the justification for any vehicle kept at employees homes after duty hours?	856 E	*
= 111		**************************************	
(d. Who does the commander allow to ride in vehicles?	and the state of t	
	(1) Do supervisors use the CHP 428, Release and Walver of Liability?	Yes	□ No
	(a) Is the CHP 428 kept for the appropriate period of time?	Yes	□ No
(SERVICE ARRANGEMENTS EVALUATED ACTION REQUI	RED CORRECTE	1D
_	a. What vendors are being used for servicing or repairing vehicles? Walnut Creck Ford		
	(1) Are they authorized dealers?	'☑ Yes	□ No
_	(2) What process was used in selecting a service vendor?		
-	9 8		
	(3) What are the hourly rates being charged?	No.	
_	(a) Are discounts given on parts?	Yes	□ No
_	(4) Has the command shopped for the most cost effective vendors?	✓ Yes	` □ No
-	(5) Does the Area constantly change vendors, or work out problems in order to maintain good	[7] Van	□No
_	long-term relationships?	✓ Yes	No
	(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purcha	eses?	✓ No
t	b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?		١٧٥ ليخ
	(1) What percentage of the fleet is needed on weekends?		No
	(2) Are there shortages of vehicles on Mondays?	☐ Yes	
_	(3) If more than one AT, are their hours/days scheduled most effectively?	✓ Yes	□ No
	(a) Is overtime needed for maximum enforcement periods?	Yes	☑ No
c	c. Are provisions adequate to ensure regular washing of vehicles?	✓ Yes	□ No
	(1) How are interiors cleaned?		A-11/
			i kili in inin
		-	
_			

FLEET MANAGEMENT

	(2) Is the A	rea's vehicle washing procedure practical and economical?	☑ Yes	□No
	(a) Is a	excessive officer time used to wash vehicles?	☐ Yes	☑ No
	(3) Is there	more than one car wash facility available?	☐ Yes	□ No
	(4) Are veh	icles being excessively washed or detailed?	☐ Yes	☑ No
ġ.r	(5) Does th	e Area have a maintenance worker or janitor wash cars?	Yes	☑ No
	(6) Is there	any other program that can be of assistance in washing cars?	☐ Yes	☑ No
≅ d,	How do offic	ers report defective equipment? The Area has a "write up" sheet available in a convenient location	1.	
			- NOSS - 2	
	(1) Who is a	authorized to declare a vehicle unsafe for patrol? Either officers or AT's may report a vehicle out of	of service.	*
		2		
	(a) Wh	o determines when a vehicle is safe after repair or checking of defects? In most cases, the AT's will	return a ve	hicle to duty.
	(b) Doe	es he/she sign off the report form and indicate what has been done?	✓ Yes	□ No
	(c) Is th	nis system effective?	✓ Yes	□No
	(d) Hov	v long are records kept? The defect sheets are filed in the vehicle folders as recommended.	10	
	(e) Is th	nere a system In place to check vehicles for defects after high speed pursuits?	☑ Yes	□No
4. M	LEAGE MAN	EVALUATED ACTION REQUIRED	CORRECTED	
a.	Does Area h	ave a system to ensure equitable mileage accumulation on all vehicles?	☐ Yes	□ No
	(1) Are vehi	cles run out in the same order they are received?	☐ Yes	□No
	(2) Is there	an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	Yes	□No
	(a) If no	ot, can adjustments be made to accomplish this?	☐ Yes _	□ No
b.	How are adju	istments to mileage accomplished?		
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		(F)		(C
	(1) Do field	supervisors and officers understand their responsibility in vehicle assignments?	☐ Yes	□No
	(2) Does the	AT understand what is required?	☐ Yes	□No
*	(3) Does the	Area have à "personalized vehicle assignment" program?	☐ Yes	□No
		, hów does It effect mileage averaging?		
				~
C,	How does the	e Area project run outs?		

				JII DOMESTICA CONTROL OF THE PROPERTY OF THE P
W	(1) Is FOS D	rovided 30-45 days advance notice?	☐ Yes	□ No ·
-	. ,			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) What has been the condition of vehicles returned to FOS?	
(3) Are the right equipment options completed?	Yes No
5. AUTOMOTIVE WORK AREA/EQUIPMENT X	CORRECTED
a. Is there adequate space and comfort in the AT office?	☐ Yes ☑ No
(1) Is the office arranged neatly, and are all bulletins and manuals current?	Yes No
(2) Does the AT maintain a service and flat rate manual?	☑ Yes ☐ No
b. Is the space for working on vehicles adequate?	☑ Yes ☐ No
(1) Is it clean and organized?	☐ Yes ☑ No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?	☑ Yes . ☐ No
(1) Is there an Inventory?	☑ Yes ☐ No
(a) When was it last checked?	☐ Yes ☑ No
(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?	☑ Yes ☐ No
(a) Are they clean and properly maintained?	☑ Yes · □ Nọ
(b) is there security for the tools when the AT is not present?	☑ Yes ☐ No
(c) Who has access to the tools?	☑ Yes ☐ No
d. Does the AT have the equipment necessary to perform all required tasks?	☐ Yes ☑ No
(1) If not, has it been budgeted for and/or ordered?	☑ Yes ☐ No
e. Is the equipment neat, clean and in good repair?	☐ Yes ☑ No
(1) Have replacements been planned and budgeted for?	☑ Yes ☐ No
f. Are there additional tools or items of equipment needed?	☐ Yes ☑ No
(1) Could the AT be more effective if they were available?	☑ Yes ☐ No
(2) Can they and/or have they been requisitioned or requested?	☑ Yes □ No
6. TIRES, PARTS AND SUPPLIES EVALUATED ACTION REQUIRED X	CORRECTED
a. Is the space provided for parts and supplies adequate?	☑Yes ☐ No
(1) If not, can more space be provided?	☐ Yes ☐ No
(2) Is the space neatly and logically organized?	☐ Yes ☑ No
(3) Is there adequate security?	☑ Yes ☐ No
(4) Who has access to the parts/supplies? Both AT's and one maintenance worker.	
*	
(5) Are batteries stored in a dry location, off the cement floor?	☑ Yes . □ No
b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?	☐ Yes ☑ No

FLEET MANAGEMENT

c. Are reasonable numbers of parts/supplies stocked?		☐ Yes	ØNo
(1) Are there obsolete parts on hand?		☑ Yes	□No
d. Does Area stock parts/supplies purchased by the Departm	nent, and provide them to the vendor for installation?	☑ Yes	□No
e. Are adequate records maintained for tires, and are all tires		Yes	☑ No
(1) Are tire requests properly documented and ordered the Business Services Section?	rough the Purchasing Services Unit of	☑ Yes	□No
(2) Are proper guidelines in place for record keeping?		✓ Yes	□No
(a) Are records-reviewed by management?			□No
(3) Are tires properly safeguarded from theft or misuse?		☑ Yes ·	□ No
(a) How are tires stored? Junk tires are stored out.	side near the above ground fuel storage tank. Area is	s contacting	a certified
waste tire hauler to have them removed.			
(4) Is access to the tires restricted to the AT and his/her a	assistant or backup?	☐ Yes	☑ No
(5) Does Area provide motorcycle vendors with a stock of	f tires?	☐ Yes	□ No
(6) Does It appear tires are being replaced prematurely?		Yes	Ø No
(7) Are adequate records maintained for used tires?		☐ Yes	☑ No
(a) Is the disposition of used tires within policy?		✓ Yes	□No
f. How are old tires/batteries disposed of? - Records indicate	te a Certified Waste Tire Flauler has been used as req	uired.	
	P		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Ro	otors (CHP 265) sent to prospective bidders?	☐ Yes	□ No
(2) Are either tires or batteries being traded to offset insta	allation costs?	Yes	□No
(3) Are the provisions of any tire or battery disposal contra	act being met?		□No
g. Are Material Safety Data Sheets (MSDS) posted as require	red?	☐ Yes	□No
(1) Are all containers (other that the original) containing h	nazardous materials properly marked?		□No
h. Has the quarterly count of parts, tires, accessories and sup	pplies been conducted?	Yes	☑ No
(1) Who conducted the count?		*	
		(*)	
FUEL DISPENSING FACILITY	EVALUATED ACTION REQUIRED	CORRECTE	ь
Normally, is all fuel used by departmental personnel dispersonment ocation?	ensed through the fuel facility at the	✓ Yes	□No
(1) What procedures have been established for purchasir	ng fuel from service stations in emergencies?		*
	(b)		
(a) Is self-service or full-service used?			ю.
177			

FLEET MANAGEMENT CHP 453F (Rev. 5-06) OPI 009

	(2) Is there a written policy, and is it complied with?		□No
b,		✓ Yes	□No
	(1) Does it need repair or painting?	Yes	☑ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) 1s the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No ,
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
-	(8) Have problems been reported to Facilities Section?	✓ Yes	□ No □
·C.	Is there an adequate amount of supplies available to officers?	✓ Yes	. 🔲 No
d.			
	(1) Are fluids and tires checked during fueling?	Yes	□No
е.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18	Yes	□No
	months as required?		
	(1) Are pump meters and the storage tank properly safeguarded?	☑ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank?.		
1000			
	(3) Is gasoline measured before and after deliveries?	Yes	□ No
f,			
	What method is used to log fuel and oil used in Individual vehicles?		
	What method is used to log fuel and oil used in Individual vehicles?		
		Yes	☑ No
	(1) Are records maintained as required?		
	 (1) Are records maintained as required? (2) What is done to reconcile differences of more than 2-3 gallons daily? Fleeti* ocus records were not correct. 		
	(1) Are records maintained as required? (2) What is done to reconcile differences of more than 2-3 gallons daily? FleetFoous records were not correct. during visit.	Adjustme	ent was made
g.	 (1) Are records maintained as required? (2) What is done to reconcile differences of more than 2-3 gallons daily? FleetFoots records were not correct. during visit. Does the physical inventory reasonably balance with the metered inventory each month? 	Adjustme	ent was made
g.	 (1) Are records maintained as required? (2) What is done to reconcile differences of more than 2-3 gallons daily? Fleeti* ocus records were not correct. during visit. Does the physical inventory reasonably balance with the metered inventory each month? (1) When was the pump meter last checked for accuracy? 	Adjustme	ent was made
g.	 (1) Are records maintained as required? (2) What is done to reconcile differences of more than 2-3 gallons daily? FleetFocus records were not correct. during visit. Does the physical inventory reasonably balance with the metered inventory each month? (1) When was the pump meter last checked for accuracy? 	Adjustmo	ent was made
g.	 (1) Are records maintained as required? (2) What is done to reconcile differences of more than 2-3 gallons daily? Fleetifocus records were not correct. during visit. Does the physical inventory reasonably balance with the metered inventory each month? (1) When was the pump meter last checked for accuracy? Is there a contract for fuel? 	Adjustmo	ent was made
g.	(1) Are records maintained as required? (2) What is done to reconcile differences of more than 2-3 gallons daily? Fleetl* ocus records were not correct. during visit. Does the physical inventory reasonably balance with the metered inventory each month? (1) When was the pump meter last checked for accuracy? Is there a contract for fuel? (1) How often is the fuel supply replenished?	Adjustmo	ent was made
g.	(1) Are records maintained as required? (2) What is done to reconcile differences of more than 2-3 gallons daily? Fleeti ⁷ ocus records were not correct. during visit. Does the physical inventory reasonably balance with the metered inventory each month? (1) When was the pump meter last checked for accuracy? Is there a contract for fuel? (1) How often is the fuel supply replenished? (2) At what level is it refilled?	Adjustmo	ent was made
g.	 (1) Are records maintained as required? (2) What is done to reconcile differences of more than 2-3 gallons daily? Fleetl*nous records were not correct. during visit. Does the physical inventory reasonably balance with the metered inventory each month? (1) When was the pump meter last checked for accuracy? Is there a contract for fuel? (1) How often is the fuel supply replenished? (2) At what level is it refilled? How does the Area secure the fuel pumps when they are not in use? 	Adjustmo	nt was made

FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009

B. S.	AFE	TY	EVALUATED X	ACTION REQUIRED	CORRECTED	
а.	Do	pes the Area conduct an inspection of the facility twice each year	ar to detect safety haz	zards?	☑ Yes	□No
	(1)	Are the AT's work areas inspected?			☑ Yes	□ No
þ.	Аг	e there possible unsafe conditions within the AT's work areas?			☑ Yes	□No
	(1)	Is the shop floor clean and free of any spills?			Yes	☑ No
	(2)	Are electrical cords or hoses posing a hazard?		*	☑ Yes	□No
	(3)	Are fire extinguishers charged, inspected and of the proper ty	ype?	Ē	Yes	☑ No
	(4)	Are any batteries leaking or stored improperly?	3		Yes	☑ No
	(5)	Are there loose items on the floor?			☑ Yes	. No-
	(6)	Is the bench grinder firmly affixed, and are there safety glass	es available?	*	Yes	☑ No
		(a) Are they worn by the AT?		¥	☑ Yes	□ No
//!!!	(7)	Is the battery charger in a safe place?		3	✓ Yes	□ No
	(8)	Are masks available for AT's to wear when servicing brakes?		4	☐ Yes	☑ No
(-112		(a) If yes, are they worn?	*	≱i • tene	· 🗌 Yes	□No
	(9)	Are jack stands properly utilized?		V.	✓ Yes	□ No
C.	Wh	Des the Area conduct an inspection of the facility twice each year to detect safety hazards? Are the AT's work areas inspected? At the the AT's work areas inspected? At the the Possible unsafe conditions within the AT's work areas? At the possible unsafe conditions within the AT's work areas? Are electrical cords or hoses posing a hazard? Are electrical cords or hoses posing a hazard? Are fire extinguishers charged, inspected and of the proper type? Are there solves items on the floor? Are there loose items on the floor? Are there loose items on the floor? Are they worn by the AT? (a) Are they worn by the AT? Are masks available for AT's to wear when servicing brakes? Are masks available for AT's to wear when servicing brakes? (b) If yes, are they worn? Are jack stands properly utilized? Are any injuries been prevented with an improved safety awareness program? Are there across logically filed? Are there cords logically filed? Are they conveniently located and available to the AT and supervisor? Are they conveniently located and available to the AT and supervisor? Are they conveniently located and available to the AT and supervisor? Are they conveniently located and available to the AT and supervisor? Are they conveniently located and available to the AT and supervisor? Are they conveniently located and available to the AT and supervisor? Are they conveniently located and available to the AT and supervisor? Are they conveniently located and available to the AT and supervisor? Are they conveniently located and available to the AT and supervisor? Are they conveniently located and available to the AT and supervisor? Are they conveniently located and available to the AT and supervisor? Are they conveniently located and available to the AT and supervisor? Are they conveniently located and available to the AT and supervisor? Are they conveniently located and available to the AT and supervisor? Are they conveniently located and available to the AT and supervisor? Are the the AT's wor				
			- AND			
	(1)			Lection promoto		
9. V	EHIC	CLE RECORDS AND MAINTENANCE	Wanter and the same of the sam	ACTION REQUIRED .	- OOKINED TO	
a.	Are	e fleet records logically filed?	* ************************************		. ☑ Yes	□No
	(1)	Are they conveniently located and available to the AT and su	pervisor?			□ No
	(2)	Do files contain all required documents? .			☐ Yes	☑ No
		(a) If documents are not in files, where are they located?	Some services were e	ither late, missed, or not	documented	
					4	
b.	Do	the Fleet Focus (FF) documents comply with the instructions i	n HPM 31.1, Fleet O	oerations Manual?	☐ Yes	☑ No
	(1)	Are documents legible and complete?			Yes	☑ No
	(2)	Who reviews the FF reports?				
	(3)	How is the information used in Area's fleet administration?	1 20 200	ALCO CONTRACTOR OF THE CONTRAC		
c.	ls t	he CHP 424 current?			✓ Yes	
	(1)	Does the CHP 424 reveal any unusual repair patterns or dup	licate services?	~	✓ Yes	□No

Destroy Previous Editions

FLEET MANAGEMENT

SHP	453F (Rev. 6-06) OPT 008		
_	(2) Have required services been done at the proper mileage?	☐ Y.es	☑ No
d.	. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	☐ Yes	☑ No
	(1) Are hourly rates in line with prevailing rates?	✓ Yes	□ No
	(2) Does the AT refer to manuals for invoice cost information?	☑ Yes	□No
_	(3) Is work being done by vendors that should be done by the AT?	☑ Yes	□No
	(4) Are there any warranty problems?	☐Yes	☑ No
	(a) If so, are they being resolved?	☐Yes	□No
	(5) Is the credit card being used in lieu of an invoice?	☐Yes	☑ No
-	(6) Does the commander or his/her designee review and/or approve invoices?	✓ Yes	□ No
	(a) If so, is there a threshold limit, and how is the approval indicated on the involce?		
			A11-197
е.	Do invoices indicate parts are being supplied by the CHP?	✓ Yes	□No
	(1) If parts are on invoices, does the vendor give a discount?	. □ Yes	□ No
f.	Are fleet operations bulletins maintained and accessible to the AT?	🛮 Yes	□No
),	CONDITION OF THE FLEET X	CORRECTED	
	Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	☑ Yes	□No
-	(1) Have any unauthorized modifications been made on vehicles?	☐ Yes	☑ No
 •	MOTORCYCLES EVALUATED ACTION REQUIRED	CORRECTED	
-	1 the Assessment Involved and Kent informed of materiavale deployment, needs, problems, etc.?	⊥Yes	N₀
a.	(1) Are the program objectives clearly understood by the commander and supervisors?	☐ Yes	. 🗆 No
-	to the state of th	☐ Yes	□No
	Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	Yes	□ No
ρ.		Yes	□ No
_	One distance of the contract o	☐ Yes	☐ No
	the standard state of the during vegetions and extended days off?		□No
	Are Fleet Operations Bulletins pertaining to motorcycles filed together?	☐ Yes	□ No
_	(1) What system is in place to verify understanding and compliance?		
c.	(1) What system is in place to verify understanding and compilation.		- "
c.			
c.	(2) Are Bulletins discussed with riders?	Yes	□No

FLEET MANAGEMENT	
CHP 453F (Rev. 6-06) OPI 009	

` (1) is there a Defensive Rider Program?	☐Yes	□No
(2) is there a sufficient number of CMTOs?	☐ Yes	□No
(3) What is the Area's safety record?		
	(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	☐Yes	□ No
	(a) Are mandatory exercises being conducted?	☐ Yes	□No
	(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes .	□ No
e. A	re emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	Yes	□No
(2) Is the repair person proficient?	☐Yes	□ No
(3)	Is service available on weekends?	Yes	□No
(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	Yes	□No
(5)	Are any motorcycles being operated with radios in a defective condition?	Yes	□No
(6)	Are any repairs being done by riders?	□Yes	□No
(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
	(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g. Is	there adequate space to park and/or store motorcycles?	Yes	□No
(1)	Is safety compromised?	☐ Yes	□No
(2)	Are units parked near an entrance causing foot traffic to be inhibited?	Yes.	□No
(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□ No ,
(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
	(a) Has it been inspected and approved?	Yes	□ No
	(b) Are records of the approval on file?	□Yes	□No
h. Ha	as the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	☐ Yes	□No
(1)	Do equipment and accessory times comply with departmental regulations?	Yes	□No
(2)		Yes	□No
	Are spare tires available?	Yes	□No
	s a battery charger available?	Yes	□No

STATE OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009

	(5)	Is there security and an accurate inventory kept?	☐ Yes	□No
i.	Wha	at arrangements have been made for servicing and repairing motorcycles?		
ae mre	(1)	Is it satisfactory and cost effective?	☐ Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	Yes	□ No
	(3)	How is repair work verified?	- January	
392				
•	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□No
		(a) Is a supervisor's permission required?	☐ Yes	□ No ·
		(b) Is there a SOP covering this aspect of motorcycle operation? .	Yes	□ No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		3 A 3
	(6)	Does the Area have a motorcycle trailer?	Yes	□ No
		(a) How often is it used?	i.	ner ·
		(b) If one is not available, has Area budgeted for one?	Yes	□ No
j.	Are	vehicle files logically kept and up-to-date?	Yes	□ No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	□ No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	Yes	□ No
	(3)	Is service up-do-date?	Yes	□ No
k	. Are Mor	daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, athly Motorcycle Inspection List, completed as required?	Yes	· No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No
÷	(2)	Are the forms filed for the life of the motorcycle?	☐ Yes	□No
1.	Utiliz Area	ting the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐ Yes	□No

10, a. Condition of the Fleet: A Fleet Operations Section inspection form was used in lieu of the CHP 33E, Vehicle Inspection Checklist.

Memorandum

Date:

March 16, 2009

To:

Golden Gate Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Napa Area

File No.:

325.12135.12790

Subject:

COMMAND LEVEL INSPECTION - CHAPTER 6, FLEET MANAGEMENT

As directed in Highway Patrol Guide (HPG) 22.1, Area Resources Management Guide, the Napa Area has completed a Chapter 6, Fleet Management, command level inspection. The Area Management Evaluation - Fleet Management (CHP 453F) and Command Inspection Program Exceptions Document (CHP 680A) are attached for your review. Should you have any questions, please feel free to contact myself, or Lieutenant Mike Berger, at (707) 253-4906.

M. A. RASMUSSEN, Captain

Commander

Attachments

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM

EXCEP.	TIONS	DOCUM	IENT

Command:	Division:	Chapter:
Napa Area	Golden Gate	6 - Fleet Mgmt.
Increated by	4	Date: March 11, 2009

number of the inspection in the Char	itel inspection flambor. Ottoo.	oxes as necessary, or fill in the blanks as indicatorward to:" enter the next level of command whe document innovative practices, suggestions for be used to appeal findings. A CHP 51 Memora	statewide
TYPE OF INSPECTION Division Level Command Executive Office Level	d Level	☐ Corrective Action Plan Included☐ Appeal Included☐ Attachments Included	
Follow-up Required: Yes No	Forward to: Golden Gate Division Due Date: April 11, 2009	Commander's Signature:	Date:
Chapter Inspection (Inspector's Comments Reg	arding Innovative Practic	es:	
None.	2 1		
Command Suggestions for	Statewide Improvement		
None.	2	a .	

Inspector's Findings:

The Area commander and Field Operations Officer are actively involved in the fleet management program. The Area's Automotive Technician (AT), with twenty years of experience, is a qualified and competent mechanic, and one who takes pride and ownership of the fleet and the care and maintenance of each and every vehicle. The AT keeps meticulous records (paper and electronic). These records were found to be well organized, easy to find, read and understand. When the AT was asked about whether or not the Department has/is providing sufficient instruction and training, the AT was quick to point out there has not been any vehicle/model update training by Field Operations Section (FOS) for over five years. He attributed this to the ongoing budget problems. During the inspection it was determined the last tool inventory was performed on August 2, 2007. Steps have been taken to ensure a tool inventory is performed during the week of March 16th, and the tool inventory has been suspensed for June 1st of each year. The Area currently has one Department motorcycle and two motorcycle officers. Given the size of the Area's motorcycle program, the Area utilizes CMTOs in the adjacent Areas with larger motorcycle programs for motorcycle officer ride alongs and motorcycle officer training days. No other exceptions were noted.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT
Page 2

Command: Napa Area	Division: Golden Gate	Chapter: 6 - Fleet Mgmt.
Inamodod by	chael A. Berger	Date: March 11, 2009

Commander's Response:	
Inspector's Comments:	
Hiopottoi u utili	

	and the second
Required Action	
Magagara Eugenee Fire	
Corrective Action Plan/Timeline	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT
Page 3

Command:	Division:	Chapter.
Napa Area	Golden Gate	6- Fleet Mgmt.
100		Date: March 11, 2009

ppeal Review/Decision: (This shall be the only level of appeal). Lead Inspector's Signature: Add A. Many 4.7. Date: March 16, 2009	peal Process (Appeals shall be filed within five (5) business days of	me completed chapter in specificity.	
opeal Review/Decision: (This shall be the only level of appeal). Pale: March 16, 2009	mmander's Basis for Appeal:		
ppeal Review/Decision: (This shall be the only level of appeal). The shall be the only level of appeal). The shall be the only level of appeal). The shall be the only level of appeal). Date: March 16, 2009			
peal Review/Decision: (This shall be the only level of appeal). ad Inspector's Signature: Add A. May, 47. Date: March 16, 2009			
peal Review/Decision: (This shall be the only level of appeal). ad Inspector's Signature: Add A. May, 47. Date: March 16, 2009			
peal Review/Decision: (This shall be the only level of appeal). ad Inspector's Signature: Add A. May LT. Date: March 16, 2009			16
peal Review/Decision: (This shall be the only level of appeal). In this shall be the only level of appeal). In this shall be the only level of appeal). Date: March 16, 2009	**		
peal Review/Decision: (This shall be the only level of appeal). ad Inspector's Signature: Add A. May LT. Date: March 16, 2009	6		
peal Review/Decision: (This shall be the only level of appeal). ad Inspector's Signature: Add A. May LT. Date: March 16, 2009			
peal Review/Decision: (This shall be the only level of appeal). In this shall be the only level of appeal). In this shall be the only level of appeal). Date: March 16, 2009			
peal Review/Decision: (This shall be the only level of appeal). ad Inspector's Signature: Add A. May LT. Date: March 16, 2009	*		
peal Review/Decision: (This shall be the only level of appeal). ad Inspector's Signature: Add A. May LT. Date: March 16, 2009		ii .	5
peal Review/Decision: (This shall be the only level of appeal). ad Inspector's Signature: Add A. May, C.T. Date: March 16, 2009			¥.
ad Inspector's Signature: March 16, 2009		E	
ad Inspector's Signature: March 16, 2009			Ar Ar
ad Inspector's Signature: March 16, 2009	peal Review/Decision: (This shall be the only level of appeal).		7.5-10-10-10-10-10-10-10-10-10-10-10-10-10-
ad Inspector's Signature: March 16, 2009			
ad Inspector's Signature: March 16, 2009		150	
ad Inspector's Signature: March 16, 2009	30.	.9	
ad Inspector's Signature: March 16, 2009		S	
ad Inspector's Signature: March 16, 2009			
ad Inspector's Signature: March 16, 2009			
ad Inspector's Signature: March 16, 2009	*		
ad Inspector's Signature: March 16, 2009			
ad Inspector's Signature: March 16, 2009	∞		
ad Inspector's Signature: March 16, 2009			
ad Inspector's Signature: March 16, 2009	2		
ad Inspector's Signature: March 16, 2009			
Detri	ad Inspector's Signature:	Date: 2009	
Mar appoolit	sponding Commander's Signature (for appeal):	Date:	

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA Napa Area	Division Golden Gate Division	NUMBER 325
EVALUATED BY		DATE
CII TO	ael A. Berger, #12790	03/11/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

PE OF EVALUATION Formal Evaluation Inf	ormal Evaluation	SUSPENSE DATE 04/11/2009	Seculion	
	□ Correction Report	COMMANDER'S REVIEW Can	mu	17-09
AREA ADMINISTRATION		EVALUATED ACTION	REQUIRED CORRECTED	
a. Is there a clear line of sup	ervision and accountability for the	Area's fleet management?	☑ Yes	□ No
(1) Is the Area command			☑ Yes	□ No
(a) Does he/she mor			☑ Yes	□ No
(2) Who is authorized to		der, Field Operations Officer, and	Office Services Supervisor.	
h What is the background e	xperience of the Automotive Techr	nician (AT)? The AT has twenty	ears of experience in the au	tomotive
	zed training has been provided ove			
	ions and training provided?		☐ Yes	☑ No
	mechanic at journey person level?		✓ Yes	□No
	raining on new model vehicles?	A STATE OF THE STA	✓ Yes	□No
	ood rapport with Area personnel an	d vendors?	✓ Yes	□ No
	vehicles are available at shift chan		✓ Yes	□ No
	cally attend staff meetings?		Yes	☑ No
	eas/suggestions for improving the	program?	☐Yes	✓ No
	work is being done by the AT? Ro		il/filters, replace brake pads/	linings,
c. How much maintenance	lace belts/hoses/bulbs, and minor e	electrical/mechanical repairs) is pe	rformed by the AT.	
	perform maintenance and minor r			□ No
				3
(a) If these duties a	re not being performed, why not?			
d. What other duties or res	ponsibilities are placed on the AT?	The AT maintains the vehicle j		
mileage and fuel usage	daily, obtains estimates for collision	on-damaged vehicles, schedules se	rvice work, and picks up nev	w vehicles
2. VEHICLE USE		EVALUATED ACT	ION REQUIRED CORRECT	
AG	nicles are assigned to the Area?			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(1) Is there an unmarked patrol vehicle assigned for the commander?	Yes	□No
	(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A		
	the periodic and the heginning of each shift?	✓ Yes	□No
b.	Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	√ Yes	□ No
-91	(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	✓ Yes	□No
į	(a) Is there a supply of tools and minor equipment available?		
c.	What is the justification for any vehicle kept at employees homes after duty hours? Area Commander home sto	ores his assi	gned venic
	for 24-hour emergency call-out.	- CHILIP	
d.	Who does the commander allow to ride in vehicles? The provisions of General Order 100.42 are adhered to.		
	(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	✓ Yes	□ No
	(a) Is the CHP 428 kept for the appropriate period of time?		□No
SI	ERVICE ARRANGEMENTS EVALUATED X	CORRECTED	
-	What vendors are being used for servicing or repairing vehicles? Napa Ford Lincoln Mercury Dealership, Ch	uck's Auto I	Repair, Val
a.			
a.	Auto Body, JAV Auto Body, and The American Canyon Collision Center.		
a.	Auto Body, JAV Auto Body, and The American Canyon Collision Center. (1) Are they authorized dealers?	☑ Yes	□ No
a.	(1) Are they authorized dealers?		
a.	(1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT and Area management considered the service.	rvice vendo	's location
a.	(1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT and Area management considered the service reputation, quality and reliability of work, hourly rates, discount on parts, and willingness to accept CHP.	rvice vendor payment pro	's location
a.	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT and Area management considered the service reputation, quality and reliability of work, hourly rates, discount on parts, and willingness to accept CHP (3) What are the hourly rates being charged? Auto repair - \$108.00 per hour, Auto body repair - \$75.00 per hour. 	rvice vendor payment pro	's location
a.	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT and Area management considered the service reputation, quality and reliability of work, hourly rates, discount on parts, and willingness to accept CHP (3) What are the hourly rates being charged? Auto repair - \$108.00 per hour, Auto body repair - \$75.00 per hour, Are discounts given on parts? 	rvice vendon payment pro nour.	's location
a.	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT and Area management considered the service reputation, quality and reliability of work, hourly rates, discount on parts, and willingness to accept CHP (3) What are the hourly rates being charged? Auto repair - \$108.00 per hour, Auto body repair - \$75.00 per hour. 	rvice vendor payment pro nour. ☑ Yes	"s location ocedures.
a.	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT and Area management considered the service reputation, quality and reliability of work, hourly rates, discount on parts, and willingness to accept CHP (3) What are the hourly rates being charged? Auto repair - \$108.00 per hour, Auto body repair - \$75.00 per hour. (4) Are discounts given on parts? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? 	rvice vendor payment pro nour. Yes Yes	ocedures.
	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT and Area management considered the service reputation, quality and reliability of work, hourly rates, discount on parts, and willingness to accept CHP. (3) What are the hourly rates being charged? Auto repair - \$108.00 per hour, Auto body repair - \$75.00 per hour. (4) Are discounts given on parts? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? 	rvice vendor payment pro nour. Yes Yes Yes	ocedures. No No
711	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT and Area management considered the service reputation, quality and reliability of work, hourly rates, discount on parts, and willingness to accept CHP. (3) What are the hourly rates being charged? Auto repair - \$108.00 per hour, Auto body repair - \$75.00 per hour. (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (3) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? If vehicle availability has been a problem, has Area experimented with weekend maintenance? 	rvice vendor payment pro nour. Yes Yes Yes Yes	No No
711	 Are they authorized dealers? What process was used in selecting a service vendor? The AT and Area management considered the service reputation, quality and reliability of work, hourly rates, discount on parts, and willingness to accept CHP What are the hourly rates being charged? Auto repair - \$108.00 per hour, Auto body repair - \$75.00 per hour. Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? If vehicle availability has been a problem, has Area experimented with weekend maintenance? What percentage of the fleet is needed on weekends? Approximately 50% 	rvice vendor payment pro nour. Yes Yes Yes Yes	No No
711	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT and Area management considered the serveputation, quality and reliability of work, hourly rates, discount on parts, and willingness to accept CHP. (3) What are the hourly rates being charged? Auto repair - \$108.00 per hour, Auto body repair - \$75.00 per hour. (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? If vehicle availability has been a problem, has Area experimented with weekend maintenance? (1) What percentage of the fleet is needed on weekends? Approximately 50% (2) Are there shortages of vehicles on Mondays? 	rvice vendor payment pro nour. ② Yes ② Yes ② Yes ② Yes	n's location cocdures. No No No No No No No
711	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT and Area management considered the service reputation, quality and reliability of work, hourly rates, discount on parts, and willingness to accept CHP (3) What are the hourly rates being charged? Auto repair - \$108.00 per hour, Auto body repair - \$75.00 per formula (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? If vehicle availability has been a problem, has Area experimented with weekend maintenance? (1) What percentage of the fleet is needed on weekends? Approximately 50% (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? 	rvice vendor payment pro nour. ② Yes ② Yes ② Yes ① Yes ① Yes	's location ocedures. □ No
b.	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT and Area management considered the service reputation, quality and reliability of work, hourly rates, discount on parts, and willingness to accept CHP (3) What are the hourly rates being charged? Auto repair - \$108.00 per hour, Auto body repair - \$75.00 per hour, Au	rvice vendor payment pro nour. ② Yes ② Yes ② Yes ③ Yes ① Yes ① Yes	's location ocedures. □ No □ N
b.	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT and Area management considered the service reputation, quality and reliability of work, hourly rates, discount on parts, and willingness to accept CHP (3) What are the hourly rates being charged? Auto repair - \$108.00 per hour, Auto body repair - \$75.00 per formula (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? If vehicle availability has been a problem, has Area experimented with weekend maintenance? (1) What percentage of the fleet is needed on weekends? Approximately 50% (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? 	rvice vendor payment pro nour. Yes Yes Yes Yes Yes Yes Yes Yes Yes	's location, occidures. No No No No No No No No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

P 453F (Rev. 6-00) OF 1 009		
(2) Is the Area's vehicle washing procedure practical and economical?	✓ Yes	□ No
(a) Is excessive officer time used to wash vehicles?	Yes	☑ No
(3) Is there more than one car wash facility available?	✓ Yes	□ No
(4) Are vehicles being excessively washed or detailed?	Yes	☑ No
(5) Does the Area have a maintenance worker or janitor wash cars? Occasionally		□ No
(6) Is there any other program that can be of assistance in washing cars?	✓ Yes	□ No
d. How do officers report defective equipment? Defective equipment slips are available on the vehicle keyl	oard. For major	out-of-
service conditions, the shift supervisor is to be notified and the vehicle red-tagged.		
(1) Who is authorized to declare a vehicle unsafe for patrol? Officers, with the concurrence of a shift st	ipervisor.	
(a) Who determines when a vehicle is safe after repair or checking of defects? The AT.		
(b) Does he/she sign off the report form and indicate what has been done?	✓ Yes	□No
(c) Is this system effective?		□No
(d) How long are records kept? For the life of the vehicle.	un u	
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	✓ Yes	□No
MILEAGE MANAGEMENT EVALUATED X	CORRECTED	
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	✓ Yes	□ No
(1) Are vehicles run out in the same order they are received?		□No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?		□·No
(a) If not, can adjustments be made to accomplish this?		□No
b. How are adjustments to mileage accomplished? Under-mileage vehicles are "pushed" or double shifted	l. Over-mileage v	ehicles are
tagged for limited or emergency use only.		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	✓ Yes	□No
(2) Does the AT understand what is required?	✓ Yes	□ No
(3) Does the Area have a "personalized vehicle assignment" program?	✓ Yes	□No
(a) If so, how does it effect mileage averaging? Vehicles are assigned to officers on a monthly ba	sis and shift super	visors ens
the officers drive their assigned vehicle. Mileage accumulation is monitored on a monthly base		
necessary. c. How does the Area project run outs? The AT monitors vehicle mileage accumulation daily/monthly ar	nd projects run out	is
approximately 45 days out based on the average daily/monthly mileage accumulation.		
approximately 45 days out based on the average daily/monthly inneeds account		
(1) Is FOS provided 30-45 days advance notice?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

P 453F (Rev. 6-06) OPI 009	2 0 4
(2) What has been the condition of vehicles returned to FOS? The Area is frequently commended by FOS	S for the clean and
serviceable condition of the vehicles returned.	✓ Yes No
(3) Are the right equipment options completed?	CORRECTED
AUTOMOTIVE WORK AREA/EQUIPMENT X	
a. Is there adequate space and comfort in the AT office?	☑ Yes ☐ No
(1) Is the office arranged neatly, and are all bulletins and manuals current?	☑ Yes ☐ No
(2) Does the AT maintain a service and flat rate manual?	
b. Is the space for working on vehicles adequate?	☑ Yes ☐ No
(1) Is it clean and organized?	☑ Yes ☐ No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?	☑ Yes ☐ No
(1) Is there an inventory?	☑ Yes ☐ No
(a) When was it last checked? . August 2, 2007	□Yes □ No
(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?	☑Yes ☐ No
(a) Are they clean and properly maintained?	☑Yes □ No
(b) Is there security for the tools when the AT is not present?	☑Yes ☐ No
(c) Who has access to the tools? AT and shift supervisors	☐ Yes ☐ No
d. Does the AT have the equipment necessary to perform all required tasks?	☑ Yes ☐ No
(1) If not, has it been budgeted for and/or ordered?	☐Yes ☐ No
e. Is the equipment neat, clean and in good repair?	☑Yes ☐ No
(1) Have replacements been planned and budgeted for?	☑ Yes □ No
f. Are there additional tools or items of equipment needed?	☐ Yes ☑ No
(1) Could the AT be more effective if they were available?	☐Yes ☑ No
(2) Can they and/or have they been requisitioned or requested?	☐ Yes ☑ No
TIRES, PARTS AND SUPPLIES X	CORRECTED
	☑ Yes ☐ No
a. Is the space provided for parts and supplies adequate?	☐ Yes ☐ No
(1) If not, can more space be provided?	☑Yes □ No
(2) Is the space neatly and logically organized?	☑Yes □ No
(3) Is there adequate security?(4) Who has access to the parts/supplies? The AT during regular business hours and the shift superv	visor after hours.
(4) Who has access to the parts/supplies: The AT during regular outsides (4)	
to be designed in a day location off the cement floor?	☑Yes ☐No
(5) Are batteries stored in a dry location, off the cement floor?b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?	☑ Yes ☐ No

	personal to a	
c. Are reasonable numbers of parts/supplies slocked?	☑ Yes	□ No
(1) Are there obsolete parts on hand?	✓ Yes	□ No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation	?	□ No
e. Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	☑ Yes	□No
(2) Are proper guidelines in place for record keeping?	☑ Yes	□ No
		□ No
(3) Are tires properly safeguarded from theft or misuse?	☑ Yes	□ No
(a) How are tires stored? Tires are stored and chained together on tire racks mounted to the cinder to	block walls in t	he wash bay
	✓ Yes	□No
	Yes	☑ No
The state of the s	Yes	✓ No
(6) Does it appear tires are being replaced prematurely?		□ No
(7) Are adequate records maintained for used tires?	✓ Yes	□ No
(a) Is the disposition of used tires within policy?	✓ Yes	
f. How are old tires/patteries disposed of? Old batteries are returned to the supplier in lieu of a core charge.	Used tires are	sold to use
tire vendors.	F3.V	- DNa
	✓ Yes	□ No
(2) Are either tires or batteries being traded to offset installation costs?	☐ Yes	☑ No
(3) Are the provisions of any tire or battery disposal contract being met?	☑ Yes	No
Business Services Section? (2) Are proper guidelines in place for record keeping? (a) Are records reviewed by management? (3) Are tires properly safeguarded from theft or misuse? (a) How are tires stored? Tires are stored and chained together on tire racks mounted to the cinder blo (4) Is access to the tires restricted to the AT and his/her assistant or backup? (5) Does Area provide motorcycle vendors with a stock of tires? (6) Does it appear tires are being replaced prematurely? (7) Are adequate records maintained for used tires? (a) Is the disposition of used tires within policy? f. How are old tires/patteries disposed of? Old batteries are returned to the supplier in lieu of a core charge. Utire vendors. (1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? (2) Are either tires or batteries being traded to offset installation costs? (3) Are the provisions of any tire or battery disposal contract being met? g. Are Material Safety Data Sheets (MSDS) posted as required? (1) Are all containers (other that the original) containing hazardous materials properly marked? h. itas the quarterly count of parts, tires, accessories and supplies been conducted? (1) Who conducted the count? Napa Area Senior Volunteer Don Harris with oversight of Sergeant Elfido? FUEL DISPENSING FACILITY X a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	✓ Yes	□No
(1) Are all containers (other that the original) containing hazardous materials properly marked?	☑ Yes	□ No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?		□.No
(1) Who conducted the count? Napa Area Senior Volunteer Don Harris with oversight of Sergeant Elfid	lo Montez.	
•		
	CORRECT	ED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the	☑ Yes	
command location?	All Department	-owned
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	111 Dopardinoin	
(1) What procedures have been established for purchasing fuel from service stations in emergencies? vehicles have a Voyager Credit Card and all uniformed members have been instructed on its proper		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

CHP 453F (Rev. 6-06) OPI 009	✓ Yes	□No
(2) Is there a written policy, and is it complied with?		□ No
b. Is the fuel island clean and neat?	☑ Yes	
(1) Does it need repair or painting?	Yes	☑ No
(2) Are fuel, water and air hoses in good repair?	✓ Yes	□ No
(3) Is the break-away coupler installed?	✓ Yes	□ No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□ No
(5) Is there a clean oil storage rack?	Yes	☑ No
(6) Is the lighting adequate?	✓ Yes	□ No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
(8) Have problems been reported to Facilities Section?	☑ Yes	□ No
c. Is there an adequate amount of supplies available to officers?	✓ Yes	□ No
d. Who fuels the vehicles? Generally, officers at the conclusion of their shift.		
(1) Are fluids and tires checked during fueling?	✓ Yes	□ No
Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 1 months as required?		□No
(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□ No
(2) Who has access to the keys to lock the meters and the storage tank? All uniformed emp	loyees have a key to the fi	
The key to unlock the Above Ground Storage Tank (AGT) spill bucket is accessible by Ar	rea supervisors/managers a	and the AT.
(3) Is gasoline measured before and after deliveries?	✓ Yes	□ No
f. What method is used to log fuel and oil used in individual vehicles? A Daily Gasoline Report	log is posted at the fuel pu	mps.
Uniformed employees use this log to record all gasoline and oil used.		
(1) Are records maintained as required?	☑ Yes	□ No
(a) What is done to reconcile differences of more than 2-3 gallons daily? When a difference	of more than 2-3 gallons of	occurs, the A
compares CHP 33 entries with those on the Daily Gasoline Report log. Area notification	is required for any unreso	lved differen
g. Does the physical inventory reasonably balance with the metered inventory each month?	☑ Yes	s □ No
(1) When was the pump meter last checked for accuracy? February 27, 2009.	¥	
(1) When was the parity mean text and		
h. Is there a contract for fuel?	☑ Ye	s 🗌 No
h. Is there a contract for fuel? (1) How often is the fuel supply replenished? Approximately every four weeks.		(a)
Paymen 1 000 and 1 500 gallons.	4	-ew- Weller-
i. How does the Area secure the fuel pumps when they are not in use? Key lock.		
	✓ Ye	s No
(1) Is the system adequate?	☑ Ye	es 🗌 No
r(2) Is it utilized by all personnel?		

CHP 4	53F (Rev. 6-06) OPI 009 EVALUATED ACTION REQUIRED	CORRECTED	
	AFETY X		
a.	Does the Area conduct an inspection of the facility twice each year to detect safety hazards?	✓ Yes	□ No
	(1) Are the AT's work areas inspected?	✓ Yes	□ No
b.	Are there possible unsafe conditions within the AT's work areas?	Yes	☑ No
	(1) Is the shop floor clean and free of any spills?	✓ Yes	□ No
	(2) Are electrical cords or hoses posing a hazard?	☐ Yes	☑ No
	(3) Are fire extinguishers charged, inspected and of the proper type?	✓ Yes	□ No
-	(4) Are any batteries leaking or stored improperly?	Yes	☑ No
	(5) Are there loose items on the floor?	Yes	☑ No
	(6) Is the bench grinder firmly affixed, and are there safety glasses available?	✓ Yes	□No
	(a) Are they worn by the AT?	✓ Yes	□No
	(7) Is the battery charger in a safe place?	✓ Yes	□No
	(8) Are masks available for AT's to wear when servicing brakes?	☑ Yes	□ No
	(a) If yes, are they wom?	☑ Yes	□No
	(9) Are jack stands properly utilized?	✓ Yes	□No
	What is the Area occupational safety record as it relates to fleet management? Excellent - there have been no	fleet mana	gement-
	related injuries for the past several years.		
	(1) Have any injuries been prevented with an improved safety awareness program?	✓ Yes	□ No
9. \	/EHICLE RECORDS AND MAINTENANCE X		
а	. Are fleet records logically filed?		□ No
	(1) Are they conveniently located and available to the AT and supervisor?	✓ Yes	□ No
	(2) Do files contain all required documents?	✓ Yes	□ No
	(a) If documents are not in files, where are they located?		
	U. M. J. J. J. J. J. J. J. J. J. Fleet Operations Manual?	☑ Yes	
<u>t</u>	Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?	 ☑ Yes	
	(1) Are documents legible and complete?		
_	(2) Who reviews the FF reports? The AT, Administrative Sergeant, and Field Operations Officer.	led Vehic	les with
	(3) How is the information used in Area's fleet administration? Routine service work is performed as schedu	ation and re	placement
	persistent mechanical problems are identified, and vehicle mileage is averaged to ensure appropriate rot	✓ Yes	
_ (s. Is the CHP 424 current?	Yes	
	(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?		. <u> </u>

P 453F (Rev. 6-06) OPI 009	✓ Yes	 □ No
(2) Have required services been done at the proper mileage?		□No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?		□ No
(1) Are hourly rates in line with prevailing rates?		□ No
(2) Does the AT refer to manuals for invoice cost information?	☑ Yes	
(3) Is work being done by vendors that should be done by the AT?	Yes	☑ No
(4) Are there any warranty problems?	Yes	☑ No
(a) If so, are they being resolved?	Yes	□No
(5) Is the credit card being used in lieu of an invoice?	☐ Yes	☑ No
(6) Does the commander or his/her designee review and/or approve invoices?	✓ Yes	□ No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? All repair invoices	are reviewed a	and approve
by the Area commander or designee. Major repairs are first discussed with FOS and Area managem	ent prior to ap	proval.
o, alerater cer		
e. Do invoices indicate parts are being supplied by the CHP?	✓Yes	□No
(1) If parts are on invoices, does the vendor give a discount?	☑ Yes	□ No
f. Are fleet operations bulletins maintained and accessible to the AT?	☑ Yes	□No
EVALUATED	CORRECTE	D
CONDITION OF THE FLEET X	! ☐ Yes	☑ No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	 ☐ Yes	☑ No
(1) Have any unauthorized modifications been made on vehicles? EVALUATED ACTION REQUIRED	CORRECTE	D
1. MOTORCYCLES X		□No
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	✓ Yes	
(1) Are the program objectives clearly understood by the commander and supervisors?	✓ Yes	□ No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	☐ Yes	☑ No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	☑ Yes	No
(1) Are motorcycles being used on beats with predominantly high speed problems?	☑ Yes	□No
(2) Are motorcycles used for special duty officer transportation?	☐ Yes	☑ No
(2) Ald Hotordycles doct for opposite	Yes	□ No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	✓ Yes	□No
(3) Are motorcycles parked at the Area office during vacations and extended days off? c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?		
 (3) Are motorcycles parked at the Area office during vacations and extended days off? c. Are Fleet Operations Bulletins pertaining to motorcycles filed together? (1) What system is in place to verify understanding and compliance? The Area has one Department mot 	orcycle and tw	
(3) Are motorcycles parked at the Area office during vacations and extended days off? c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	orcycle and tw	o motorcyc

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

	IANAGEMENT (Rev. 6-06) OPI 009		
	Is there a Defensive Rider Program?		☑ No
(2)	Is there a sufficient number of CMTOs?		☑ No
(3)	What is the Area's safety record? Excellent. There have been no injuries, traffic collisions, or unusual inc	cidents invo	lving Area
	motorcycle officers or the Department motorcycle for the past several years.		
	(a) How does it compare with Division and statewide rates? Above average when compared to Division a	nd statewid	e rates.
(4)	Does the Area conduct quarterly motorcycle training?	Yes	☑ No
	(a) Are mandatory exercises being conducted?	✓ Yes	□No
	(b) Are ride-alongs being conducted on a regular basis and properly documented?	✓ Yes	□ No
e An	e emergency radio repairs made at the office or at the radio shop? At the Area office.		
(1)	The second sector of the sector of the second sector of the sector of th	☑ Yes	□No
(2)	C-i40	☑ Yes	□No
(3)		Yes	☑ No
(4)	the day for unreasonable amounts of time because of poor service?	Yes	☑-No
(5)	to be a consisted with radios in a defective condition?	Yes	☑ No
(6)		☑ Yes	□No
(7)	the with idle units to reduce down time?	☐Yes	☑ No
	(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	∐Yes	□ No
	there adequate space to park and/or store motorcycles?		□ No
) Is safety compromised?	☐ Yes	☑ No
	to a standard and an entrance causing foot traffic to be inhibited?	□Yes	☑ No
(2	Are preventative measures in place to avoid problems caused by oil drippings?	☑ Yes	□No
	Are parked motorcycles susceptible to theft or vandalism?	∐Yes	☑ No
) When garaged at home, is the motorcycle in a covered, secured area?		□No
	(a) Has it been inspected and approved?	✓ Yes	□ No
	(b) Are records of the approval on file?	✓ Yes	□ No
h. H	as the motorcycle program supervisor developed a workable procedure for storing and accounting for pproved supplies and equipment replacements?	[∕] Yes	. □ No
) Do equipment and accessory times comply with departmental regulations?		. □ No
	2 Addieura ale avenia la companio de la companio del companio de la companio de la companio del companio de la companio del la companio del companio de la companio del companio	☑ Yes	s □ No
	3) Are spare tires available?	☐ Yes	s 🗹 No
	i) Is a battery charger available?		s 🗆 No
	i) is a pattery charger available:		

ın.	453F (Rev. 6-06) OP! 009		
12	(5) Is there security and an accurate inventory kept?	☑ Yes	□ No
i.	What arrangements have been made for servicing and repairing motorcycles? The motorcycle is serviced at the	e BMW Deal	ership in
_	Marin.		
-	(1) Is it satisfactory and cost effective?	✓ Yes	□No
12	(2) Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□No
	(3) How is repair work verified? The motorcycle officer verifies the repair work.		in the same of the
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	☑ No
	(a) Is a supervisor's permission required?	☑ Yes	□ No
_	(b) Is there a SOP covering this aspect of motorcycle operation?	☐Yes	☑ No
_	(5) If not ridden, how are motorcycles transported to vendors for repairs? The Area has a motorcycle traile	r and several	patrol
	vehicles are equipped with a trailer hitch.		
	(6) Does the Area have a motorcycle trailer?	✓ Yes	□ No
	(a) How often is it used? As necessary.		
_	(b) If one is not available, has Area budgeted for one?	☐ Yes	□ No
	j. Are vehicle files logically kept and up-to-date?	☑ Yes	□ No
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	☑ No
-	(2) Does the motorcycle supervisor review all motorcycle invoices?	☑ Yes	□ No
_	(3) Is service up-do-date?	✓ Yes	□ No
-	 k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required? 	✓ Yes	□ No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?		□No
_	(2) Are the forms filed for the life of the motorcycle?	✓ Yes	□ No
_	 Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 463F, Fleet Management, as guides, do Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.? 	tḥe ☑Yes	□ No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM

	TATIATE A		101				O.
EY	CEPT	TONS	SDC	AL LOC	AENI-	Г	

Command:	Division:	Chapter:	
Nimitz I, F.	Golden Gate	6	
Inspected by:		Date:	
J. Chia		4/7/2009	

EXCEPTIONS DOCUMENT	J. Chia	4/7/2009
Page 1 of 1		
number of the inspection in the Chapter Ins shall be routed to and its due date. This do	pection number. Under "Forward to:" en cument shall be utilized to document inn	ssary, or fill in the blanks as indicated. Enter the chapter ter the next level of command where the document ovative practices, suggestions for statewide im may be used if additional space is required.
TYPE OF INSPECTION Division Level Command Lev Executive Office Level	Total hours expended on the inspection:	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	orward to: ue Date:	
Chapter Inspection: Fleet Mana	gement	
Inspector's Comments Regardir		
CHP. The Hayward Area Area Area Area Area Area Area Area	Nimitz Inspection Facility are n utomotive Technician coordina	naintained by the host Area, Hayward tes routine repair and maintenance, and
Commander's Response: Co	ncur or Upo Not Concur (Do I	Not Concur shall document basis for response)
Inspector's Comments: Shall add etc.)	ress non concurrence by commande	r (e.g., findings revised, findings unchanged,
Required Action		
Corrective Action Plan/Timeline		
Employee would like to discuss this report the reviewer. (See HPM 9.1, Chapter 8 for appeal pro	inspector's signature	R LT. 5 LATIMISK 10/8/09 DATE 10/8/09
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE	DATE

☐ Do not concur

☐ Concur

MAISININ MINEM DEPARTMENT OF CALIFORNIA HIGHWAY PATROL 347 Golden Gate AREA MANAGEMENT EVALUATION DATE **EVALUATED BY** FLEET MANAGEMENT 04/07/2009 J. Chia CHP 453F (Rev. 6-06) OPI 009 INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers; or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired. SUSPENSE DATE TYPE OF EVALUATION ✓ Informal Evaluation ☐ Formal Evaluation FOLLOW-UP REQUIRED COMMANDER'S REVIEW Correction Report ☐ Yes ✓ No EVALUATED ACTION REQUIRED 1. AREA ADMINISTRATION Not Applicable ☐ Yes ☐ No a. Is there a clear line of supervision and accountability for the Area's fleet management? ☐ Yes □No (1) Is the Area commander involved and informed? Yes □ No (a) Does he/she monitor invoices? (2) Who is authorized to approve invoices? b. What is the background experience of the Automotive Technician (AT)? ☐ Yes ☐ No (1) Are sufficient instructions and training provided? Yes ☐ No Is he/she a qualified mechanic at journey person level? ☐ Yes No Does he/she attend training on new model vehicles? ☐ Yes □ No Does the AT have good rapport with Area personnel and vendors? □Yes ☐ No Does the AT ensure vehicles are available at shift change? ☐ Yes □ No Does the AT periodically attend staff meetings? ☐ No Yes Yes (7) Does the AT have ideas/suggestions for improving the program? c. How much maintenance work is being done by the AT? Yes □ No (1) Is he/she qualified to perform maintenance and minor repairs? (a) If these duties are not being performed, why not? d. What other duties or responsibilities are placed on the AT? ACTION REQUIRED CORRECTED EVALUATED

SELLE COPY

MAY 1 9 2009

a. How many "E" Class vehicles are assigned to the Area? Class "E" vehicles used are assigned to Host Area (Hayward Area).

J. Chia

None

. VEHICLE USE

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(1) Is there an unmarked patrol vehicle assigned for the commander?	√ Yes	□No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?		
	حصد وسنهو فالمنجند	
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	✓ Yes	□No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	Yes	☑ No
(a) Is there a supply of tools and minor equipment available?	☐Yes	☑ No
c. What is the justification for any vehicle kept at employees homes after duty hours? The Commander's vehicle	le is the only	vehicle kept a
an employee's home after duty hours.		
d. Who does the commander allow to ride in vehicles? Employees only - Therefore CHP 428 forms are not uti	lized.	
(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	☐Yes	□No
(a) Is the CHP 428 kept for the appropriate period of time?	☐ Yes	□ No
SERVICE ARRANGEMENTS EVALUATED ACTION REQUIRED None	CORRECTE)
a. What vendors are being used for servicing or repairing vehicles? N/A		5
(1) Are they authorized dealers?	☐ Yes	□No
\'\'\'		
(2) What process was used in selecting a service vendor?		
(2) What process was used in selecting a service vendor?	∐Yes	□No
(2) What process was used in selecting a service vendor? (3) What are the hourly rates being charged?	□ Yes	□ No
(2) What process was used in selecting a service vendor? (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good	Yes	□No
 (2) What process was used in selecting a service vendor? (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? 	☐ Yes	□ No
 (2) What process was used in selecting a service vendor? (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? 	☐ Yes☐ Yes☐ Yes☐ Yes	□ No □ No □ No
 (2) What process was used in selecting a service vendor? (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? If vehicle availability has been a problem, has Area experimented with weekend maintenance? 	☐ Yes	□ No
 (2) What process was used in selecting a service vendor? (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? If vehicle availability has been a problem, has Area experimented with weekend maintenance? (1) What percentage of the fleet is needed on weekends? 	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	No No No No
 (2) What process was used in selecting a service vendor? (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? If vehicle availability has been a problem, has Area experimented with weekend maintenance? (1) What percentage of the fleet is needed on weekends? (2) Are there shortages of vehicles on Mondays? 	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	No
 (2) What process was used in selecting a service vendor? (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? If vehicle availability has been a problem, has Area experimented with weekend maintenance? (1) What percentage of the fleet is needed on weekends? (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? 	☐ Yes	No
 (2) What process was used in selecting a service vendor? (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? If vehicle availability has been a problem, has Area experimented with weekend maintenance? (1) What percentage of the fleet is needed on weekends? (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? (a) Is overtime needed for maximum enforcement periods? 	☐ Yes	No
 (2) What process was used in selecting a service vendor? (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? If vehicle availability has been a problem, has Area experimented with weekend maintenance? (1) What percentage of the fleet is needed on weekends? (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? 	☐ Yes	No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

CHP 453F (Rev. 6-06) OPI 009		
(2) Is the Area's vehicle washing procedure practical and economical?	✓ Yes	□No
(a) Is excessive officer time used to wash vehicles?	☐Yes	☑ No
(3) Is there more than one car wash facility available?	☑ Yes	□ No
(4) Are vehicles being excessively washed or detailed?	☐ Yes	☑ No
(5) Does the Area have a maintenance worker or janitor wash cars?	Yes	✓ No
(6) Is there any other program that can be of assistance in washing cars?	☐ Yes	☑ No
d. How do officers report defective equipment? Report to supervisor or Officer in Charge		
		*
(1) Who is authorized to declare a vehicle unsafe for patrol? Any employee		
		-
(a) Who determines when a vehicle is safe after repair or checking of defects? Hayward Automotive To	echnician	
(b) Does he/she sign off the report form and indicate what has been done?	✓ Yes	□ No
(c) Is this system effective?	✓ Yes	□ No
(d) How long are records kept? 3 years		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	Yes	□No
MILEAGE MANAGEMENT EVALUATED ACTION REQUIRED NOT Applicable	CORRECTE	D
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	☐ Yes	□No
(1) Are vehicles run out in the same order they are received?	☐ Yes	□No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	☐ Yes	□No
(a) If not, can adjustments be made to accomplish this?	□Yes	□No
b. How are adjustments to mileage accomplished?		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	Yes	□No
(2) Does the AT understand what is required?	Yes	□ No
(3) Does the Area have a "personalized vehicle assignment" program?	 Yes	
(a) If so, how does it effect mileage averaging?	(0)), 2 (0)	-
c. How does the Area project run outs?		
(1) Is FOS provided 30-45 days advance notice?	☐Yes	□No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) What has been the condition of vehicles returned to FOS?		14.
(3) Are the right equipment options completed?	□Yes	□No
5. AUTOMOTIVE WORK AREA/EQUIPMENT EVALUATED Not Applicable	CORRECTE	20
a. Is there adequate space and comfort in the AT office?	☐Yes	□ No
(1) Is the office arranged neatly, and are all bulletins and manuals current?	□Yes	□ No
(2) Does the AT maintain a service and flat rate manual?	Yes	☐ No
b. Is the space for working on vehicles adequate?	☐ Yes	□ No
(1) Is it clean and organized?	□Yes	□ No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?	☐ Yes	□No
(1) Is there an inventory?	☐Yes	□ No
(a) When was it last checked?	☐Yes	□ No
(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?	☐ Yes	☐ No
(a) Are they clean and properly maintained?	☐ Yes	□No
(b) Is there security for the tools when the AT is not present?	☐Yes	□ No
(c) Who has access to the tools?	☐Yes	□ No
d. Does the AT have the equipment necessary to perform all required tasks?	☐Yes	□ No
(1) If not, has it been budgeted for and/or ordered?	☐Yes	□No
e. Is the equipment neat, clean and in good repair?	☐Yes	□ No
(1) Have replacements been planned and budgeted for?	☐Yes	□ No
f. Are there additional tools or items of equipment needed?	☐Yes	□No
(1) Could the AT be more effective if they were available?	□Yes	□ No =
(2) Can they and/or have they been requisitioned or requested?	□Yes	□No
TIRES, PARTS AND SUPPLIES EVALUATED Not Applicable	CORRECTED	
a. Is the space provided for parts and supplies adequate?	Yes	□No
(1) If not, can more space be provided?	☐ Yes	□No
(2) Is the space neatly and logically organized?	Yes	□ No ·
(3) Is there adequate security?	□Yes	□ No
(4) Who has access to the parts/supplies?	William est	
(C) An hottoring alared in a day location of the appear flow?		□ Na
(5) Are batteries stored in a dry location, off the cement floor?	Yes	□ No
b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?	□Yes	□No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

C	c. Are reasonable numbers of parts/supplies stocked?	□Yes	□No
	(1) Are there obsolete parts on hand?	☐ Yes	□ No
d	l. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installa	tion?	□No
е	. Are adequate records maintained for tires, and are all tires accounted for?	□Yes	□No
8	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	☐Yes	□No
	(2) Are proper guidelines in place for record keeping?	☐Yes	□No
	(a) Are records reviewed by management?	☐ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?	□Yes	□No
	(a) How are tires stored?		
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	Yes	□ No
	(5) Does Area provide motorcycle vendors with a stock of tires?	☐Yes	□No
	(6) Does it appear tires are being replaced prematurely?	□Yes	□No
	(7) Are adequate records maintained for used tires?	☐ Yes	□No
	(a) Is the disposition of used tires within policy?	☐ Yes	□No
f.	How are old tires/batteries disposed of?		sk:
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	☐Yes	□No
	(2) Are either tires or batteries being traded to offset installation costs?	Yes	□No
((3) Are the provisions of any tire or battery disposal contract being met?	☐Yes	□ No
g. ,	Are Material Safety Data Sheets (MSDS) posted as required?	☐Yes	□No
((1) Are all containers (other that the original) containing hazardous materials properly marked?	☐Yes	□No
h. ł	Has the quarterly count of parts, tires, accessories and supplies been conducted?	Yes	□No
(1) Who conducted the count?		
		and the property of the same	
FUE	L DISPENSING FACILITY Not Applicable ACTION REQUIRED	CORRECTED	
	lormally, is all fuel used by departmental personnel dispensed through the fuel facility at the ommand location?	□Yes	□No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?		
	(a) Is self-service or full-service used?		

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) Is it utilized by all personnel?	☐ Yes	□ No
(1) Is the system adequate?	☐ Yes	□ No
i. How does the Area secure the fuel pumps when they are not in use?		*
(2) At what level is it refilled?		•
(1) How often is the fuel supply replenished?		
h. Is there a contract for fuel?	□Yes	□ No
(1) When was the pump meter last checked for accuracy?	***************************************	*
g. Does the physical inventory reasonably balance with the metered inventory each month?	□Yes	□No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	972H82	
(1) Are records maintained as required?	☐Yes	□ No
f. What method is used to log fuel and oil used in individual vehicles?	least	
(3) Is gasoline measured before and after deliveries?	Yes	
(2) Who has access to the keys to lock the meters and the storage tank?		
(1) Are pump meters and the storage tank properly safeguarded?	☐ Yes	□ No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	□Yes	□ No
(1) Are fluids and tires checked during fueling?	Yes	□ No
d. Who fuels the vehicles?		
c. Is there an adequate amount of supplies available to officers?	□Yes	□ No
(8) Have problems been reported to Facilities Section?	☐Yes	□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	□Yes	□ No
(6) Is the lighting adequate?	□Yes	□ No
(5) Is there a clean oil storage rack?	☐Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐Yes	□No
(3) Is the break-away coupler installed?	□Yes	□No
(2) Are fuel, water and air hoses in good repair?	Yes	□ No
(1) Does it need repair or painting?	☐ Yes	□No
b. Is the fuel island clean and neat?	□Yes	□No
(2) Is there a written policy, and is it complied with?	☐ Yes	□ No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

8. SAFETY	Not Applicable	ACTION REQUIRED	CORRECTE	D
a. Does the Area conduct an inspection of the facility twice	*	azards?	Yes	☐ No
(1) Are the AT's work areas inspected?			Yes	□ No
b. Are there possible unsafe conditions within the AT's work	areas?		Yes	□No
(1) Is the shop floor clean and free of any spills?		3) dan 33) jin 1 - 11 - 3)	Yes	□ No
(2) Are electrical cords or hoses posing a hazard?			□Yes	□ No =
(3) Are fire extinguishers charged, inspected and of the p	proper type?	3	☐ Yes	□No
(4) Are any batteries leaking or stored improperly?	31110-		☐Yes	□No
(5) Are there loose items on the floor?			□Yes	□ No
(6) Is the bench grinder firmly affixed, and are there safet	y glasses available?		☐ Yes	□No
(a) Are they worn by the AT?			☐ Yes	□No
(7) Is the battery charger in a safe place?			☐ Yes	□No
(8) Are masks available for AT's to wear when servicing b	orakes?		☐Yes	□ No
(a) If yes, are they worn?			□Yes	□No
(9) Are jack stands properly utilized?			☐ Yes	□ No
c. What is the Area occupational safety record as it relates to	fleet management?			
(1) Have any injuries been prevented with an improved şa			Yes	□No
. VEHICLE RECORDS AND MAINTENANCE	Not Applicable	ACTION REQUIRED	CORRECTED	W-5
a. Are fleet records logically filed?			☐Yes	□ No
(1) Are they conveniently located and available to the AT a	and supervisor?		☐ Yes	□ No
(2) Do files contain all required documents?			☐ Yes	□No
(a) If documents are not in files, where are they locate	d?		· · · · · · · · · · · · · · · · · · ·	
	A CONTRACTOR OF THE CONTRACTOR		10 v = 2 m = contint	
b. Do the Fleet Focus (FF) documents comply with the instruct	ions in HPM 31.1, Fleet Op	erations Manual?	Yes	□ No
(1) Are documents legible and complete?			□Yes	□No
(2) Who reviews the FF reports?				->
(3) How is the information used in Area's fleet administration	n?			
c. Is the CHP 424 current?			Yes	□ No
(1) Does the CHP 424 reveal any unusual repair patterns or	duplicate services?		Yes	□ No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? (1) Have any unauthorized modifications been made on vehicles? (2) Does the Area have an up-to-date SOP relating to motorcycle operations? (3) Are motorcycles parked at the Area office during vacations and extended days off? (4) Are Fleet Operations Bulletins pertaining to motorcycles filed together?	
(1) Are hourly rates in line with prevailing rates? (2) Does the AT refer to manuals for invoice cost information? (3) Is work being done by vendors that should be done by the AT? (4) Are there any warranty problems? (a) If so, are they being resolved? (b) Is the credit card being used in lieu of an invoice? (c) Does the commander or his/her designee review and/or approve invoices? (d) If so, is there a threshold limit, and how is the approval indicated on the invoice? (e) Do invoices indicate parts are being supplied by the CHP? (f) If parts are on invoices, does the vendor give a discount? (g) If so, is there a threshold limit, and and accessible to the AT? (g) CONDITION OF THE FLEET (g) EVALUATED (h) Latimer (h) One (h) Have any unauthorized modifications been made on vehicles? (h) MOTORCYCLES (a) Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? (h) Are the program objectives clearly understood by the commander and supervisors? (h) Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? (h) Are motorcycles being used on beats with predominantly high speed problems? (h) Are motorcycles parked at the Area office during vacations and extended days off? (h) Are motorcycles parked at the Area office during vacations and extended days off? (h) Yes (h) Are motorcycles parked at the Area office during vacations and extended days off? (h) Are motorcycles parked at the Area office during vacations and extended days off? (h) Yes (h) Are fleet Operations Bulletins pertaining to motorcycles filed together?	□ No
(2) Does the AT refer to manuals for invoice cost information? (3) Is work being done by vendors that should be done by the AT? (4) Are there any warranty problems? (a) If so, are they being resolved? (b) Is the credit card being used in lieu of an invoice? (c) Is the credit card being used in lieu of an invoice? (d) Does the commander or his/her designee review and/or approve invoices? (e) Does the commander or his/her designee review and/or approve invoices? (a) If so, is there a threshold limit, and how is the approval indicated on the invoice? (b) If parts are on invoices, does the vendor give a discount? (c) If parts are on invoices, does the vendor give a discount? (d) If parts are on invoices, does the vendor give a discount? (e) Do invoices Indicate parts are being supplied by the CHP? (f) If parts are on invoices, does the vendor give a discount? (g) CONDITION OF THE FLEET (g) EVALUATED (g) ACTION REQUIRED (g) CORRECTED (h) Have any unauthorized modifications been made on vehicles? (g) Latimer (h) Are the program objectives clearly understood by the commander and supervisors? (g) Does the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? (g) Does the Area have an up-to-date SOP relating to motorcycle operations? (g) Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? (g) Are motorcycles being used on beats with predominantly high speed problems? (g) Are motorcycles parked at the Area office during vacations and extended days off? (g) Are motorcycles parked at the Area office during vacations and extended days off? (g) Yes (g) Are motorcycles peritions Bulletins pertaining to motorcycles filed together?	□No
(3) Is work being done by vendors that should be done by the AT? (4) Are there any warranty problems? (a) If so, are they being resolved? (5) Is the credit card being used in lieu of an invoice? (6) Does the commander or his/her designee review and/or approve invoices? (7) Yes (8) If so, is there a threshold limit, and how is the approval indicated on the invoice? (9) If so, is there a threshold limit, and how is the approval indicated on the invoice? (1) If parts are on invoices, does the vendor give a discount? (1) If parts are on invoices, does the vendor give a discount? (2) CONDITION OF THE FLEET (3) Latiture (4) Action recoursed (5) None (6) Does the commander invoices, does the vendor give a discount? (5) Action recoursed (6) Possible invoices indicate parts are being supplied by the CHP? (7) If parts are on invoices, does the vendor give a discount? (8) Action recoursed (9) None (10) CONDITION OF THE FLEET (11) Action recoursed (12) Have any unauthorized modifications been made on vehicles? (13) Are motorcycles are an up-to-date SOP relating to motorcycle deployment, needs, problems, etc.? (14) Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? (15) Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? (16) Are motorcycles used for special duty officer transportation? (17) Are motorcycles used for special duty officer transportation? (18) Are motorcycles parked at the Area office during vacations and extended days off? (19) Yes (20) Are motorcycles parked at the Area office during vacations and extended days off? (21) Yes	□No
(4) Are there any warranty problems? Yes (a) If so, are they being resolved? Yes (5) Is the credit card being used in lieu of an invoice? Yes (6) Does the commander or his/her designee review and/or approve invoices? Yes (a) If so, is there a threshold limit, and how is the approval indicated on the invoice? e. Do invoices indicate parts are being supplied by the CHP? Yes (1) If parts are on invoices, does the vendor give a discount? Yes (1) Are fleet operations bulletins maintained and accessible to the AT? Yes (2) CONDITION OF THE FLEET SVALUATED ACTION REQUIRED CORRECTED (3) At you nauthorized modifications been made on vehicles? Yes (1) Have any unauthorized modifications been made on vehicles? SVALUATED ACTION REQUIRED (1) Are the program objectives clearly understood by the commander and supervisors? Yes (2) Does the Area have an up-to-date SOP relating to motorcycle deployment, needs, problems, etc.? Yes (1) Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? Yes (2) Are motorcycles used for special duty officer transportation? Yes (3) Are motorcycles parked at the Area office during vacations and extended days off? Yes (4) Are Fleet Operations Bulletins pertaining to motorcycles filed together? Yes	□No
(a) If so, are they being resolved? (5) Is the credit card being used in lieu of an invoice? (6) Does the commander or his/her designee review and/or approve invoices? (a) If so, is there a threshold limit, and how is the approval indicated on the Invoice? e. Do invoices Indicate parts are being supplied by the CHP? (1) If parts are on invoices, does the vendor give a discount? f. Are fleet operations bulletins maintained and accessible to the AT? (2) CONDITION OF THE FLEET a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? (1) Have any unauthorized modifications been made on vehicles? (1) Are any unauthorized modifications been made on vehicles? (1) Are the program objectives clearly understood by the commander and supervisors? (2) Does the Area have an up-to-date SOP relating to motorcycle deployment, needs, problems, etc.? (3) Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? (4) Are motorcycles being used on beats with predominantly high speed problems? (5) Are motorcycles parked at the Area office during vacations and extended days off? (5) Is the credit card being used in iteu of an invoices? (6) Does the Area have an up-to-date SOP relating to motorcycles parked at the Area office during vacations and extended days off? (6) Does the Area have an up-to-date SOP relating to motorcycles filed together?	□ No
(5) Is the credit card being used in lieu of an invoice? (6) Does the commander or his/her designee review and/or approve Invoices? (a) If so, is there a threshold limit, and how is the approval indicated on the invoice? e. Do invoices indicate parts are being supplied by the CHP? (1) If parts are on invoices, does the vendor give a discount? f. Are fleet operations bulletins maintained and accessible to the AT? (2) CONDITION OF THE FLEET a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? (1) Have any unauthorized modifications been made on vehicles? (1) Have any unauthorized modifications been made on vehicles? (1) Are the program objectives clearly understood by the commander and supervisors? (2) Does the Area have an up-to-date SOP relating to motorcycle deployment, needs, problems, etc.? (3) Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? (3) Are motorcycles used for special duty officer transportation? (3) Are motorcycles parked at the Area office during vacations and extended days off? (4) Yes (5) Is the credit card being designed in motorcycles filed together?	□ No
(6) Does the commander or his/her designee review and/or approve invoices? (a) If so, is there a threshold limit, and how is the approval indicated on the invoice? e. Do invoices indicate parts are being supplied by the CHP? (1) If parts are on invoices, does the vendor give a discount? f. Are fleet operations bulletins maintained and accessible to the AT? CONDITION OF THE FLEET a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? (1) Have any unauthorized modifications been made on vehicles? 1. MOTORCYCLES a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? (2) Does the Area have an up-to-date SOP relating to motorcycle operations? (3) Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? (4) Yes (5) Are motorcycles being used on beats with predominantly high speed problems? (5) Are motorcycles parked at the Area office during vacations and extended days off? (6) Yes (7) Are Fleet Operations Bulletins pertaining to motorcycles filed together?	□No
e. Do invoices Indicate parts are being supplied by the CHP? (1) If parts are on invoices, does the vendor give a discount? (2) Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? (3) Are motorcycles parked at the Area office during vacations and extended days off? (4) If so, is there a threshold limit, and how is the approval indicated on the invoice? (5) Latimer (6) Latimer (7) Latimer (8) Latimer (9) Latimer (1) Have any unauthorized modifications been made on vehicles? (1) Have any unauthorized modifications been made on vehicles? (2) Latimer (3) Latimer (4) Latimer (5) Latimer (6) Latimer (7) Latimer (8) Latimer (8) Latimer (8) Latimer (8) Latimer (9) Latimer (1) Have any unauthorized modifications been made on vehicles? (1) Have any unauthorized modifications been made on vehicles? (2) Latimer (3) Latimer (4) Latimer (5) Latimer (8) Latimer (8) Latimer (8) Latimer (9) Latimer (1) Latimer (1) Latimer (1) Latimer (1) Latimer (2) Latimer (3) Latimer (4) Latimer (5) Latimer (6) Latimer (7) Latimer (8) Latimer (8) Latimer (8) Latimer (8) Latimer (8) Latimer (9) Latimer (1) Latimer (1) Latimer (1) Latimer (1) Latimer (1) Latimer (1) Latimer (2) Latimer (3) Latimer (4) Latimer (5) Latimer (6) Latimer (7) Latimer (8) Latimer (8) Latimer (8) Latimer (8) Latimer (9) Latimer (1) Latimer (2) Latimer (3) Latimer (4) Latimer (6) Latimer (6) Latimer (6) Latimer (6) Latimer (6) Latimer (7) Latimer (8) Latimer (8) Latimer (8) Latimer (8) Latimer (9) Latimer (1) Latimer (□No
e. Do invoices indicate parts are being supplied by the CHP? (1) If parts are on invoices, does the vendor give a discount? f. Are fleet operations bulletins maintained and accessible to the AT? (2) Yes (10. CONDITION OF THE FLEET a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? (1) Have any unauthorized modifications been made on vehicles? (1) Have any unauthorized modifications been made on vehicles? (2) Inspective Checklist, as a guide, are there any patterns or problems identified? (3) Are motorcycles being used on beats with predominantly high speed problems? (4) Are motorcycles parked at the Area office during vacations and extended days off? (5) Yes (6) Are Fleet Operations Bulletins pertaining to motorcycles field together?	□No
(1) If parts are on invoices, does the vendor give a discount? f. Are fleet operations bulletins maintained and accessible to the AT? 10. CONDITION OF THE FLEET a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? (1) Have any unauthorized modifications been made on vehicles? 1. MOTORCYCLES 1. MOTORCYCLES 2. Let'Marted Not Applicable 3. Let'Marted Not Applicable 4. ACTION REQUIRED CORRECTED Not Applicable 4. ACTION REQUIRED CORRECTED Not Applicable 4. CONDITION OF THE FLEET 5. Latimer None 6. ACTION REQUIRED CORRECTED Not Applicable 6. ACTION REQUIRED CORRECTED 7. ACTION REQUIRED CORRECTED 8. Latimer None 6. ACTION REQUIRED CORRECTED 8. Latimer None 6. ACTION REQUIRED CORRECTED 8. ACTION REQUIRED CORRECTED 8. Latimer None 8. Latimer None 8. Latimer None 9. Yes 1. MOTORCYCLES 1. MOTORCYCLES 8. Latimer None 8. Latimer None 8. Latimer None 9. Yes 1. MOTORCYCLES 1. MOTORCYCLES 1. MOTORCYCLES 8. Latimer None 8. Latimer None 9. Yes 1. MOTORCYCLES 1. MOTORCYCLES 8. Latimer None 9. Yes 1. MOTORCYCLES 1. MOTORCYCLES 8. Latimer None 9. Yes 1. MOTORCYCLES 1. MOTORCYCLES 1. MOTORCYCLES 8. Latimer None 8. Latimer None 9. Yes 1. MOTORCYCLES 1. MOTORCYCLES 8. Latimer None 9. Yes 1. MOTORCYCLES 1. MOTORCYCLES 1. MOTORCYCLES 8. Latimer None 9. Yes 1. MOTORCYCLES 1. MOTO	
(1) If parts are on invoices, does the vendor give a discount? f. Are fleet operations bulletins maintained and accessible to the AT? 10. CONDITION OF THE FLEET a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? (1) Have any unauthorized modifications been made on vehicles? 1. MOTORCYCLES 1. MOTORCYCLES 2. Let'Marted Not Applicable 3. Let'Marted Not Applicable 4. ACTION REQUIRED CORRECTED Not Applicable 4. ACTION REQUIRED CORRECTED Not Applicable 4. CONDITION OF THE FLEET 5. Latimer None 6. ACTION REQUIRED CORRECTED Not Applicable 6. ACTION REQUIRED CORRECTED 7. ACTION REQUIRED CORRECTED 8. Latimer None 6. ACTION REQUIRED CORRECTED 8. Latimer None 6. ACTION REQUIRED CORRECTED 8. ACTION REQUIRED CORRECTED 8. Latimer None 8. Latimer None 8. Latimer None 9. Yes 1. MOTORCYCLES 1. MOTORCYCLES 8. Latimer None 8. Latimer None 8. Latimer None 9. Yes 1. MOTORCYCLES 1. MOTORCYCLES 1. MOTORCYCLES 8. Latimer None 8. Latimer None 9. Yes 1. MOTORCYCLES 1. MOTORCYCLES 8. Latimer None 9. Yes 1. MOTORCYCLES 1. MOTORCYCLES 8. Latimer None 9. Yes 1. MOTORCYCLES 1. MOTORCYCLES 1. MOTORCYCLES 8. Latimer None 8. Latimer None 9. Yes 1. MOTORCYCLES 1. MOTORCYCLES 8. Latimer None 9. Yes 1. MOTORCYCLES 1. MOTORCYCLES 1. MOTORCYCLES 8. Latimer None 9. Yes 1. MOTORCYCLES 1. MOTO	
(1) If parts are on invoices, does the vendor give a discount? f. Are fleet operations bulletins maintained and accessible to the AT? 10. CONDITION OF THE FLEET a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? (1) Have any unauthorized modifications been made on vehicles? 1. MOTORCYCLES 1. MOTORCYCLES 2. Let'METED 3. Latimer 4. ACTION REQUIRED 4. CHON REQUIRED CORRECTED Not Applicable 4. CHON REQUIRED CORRECTED ACTION REQUIRED ACTION REQUIRED CORRECTED ACTION REQUIRED ACTION REQUIRED CORRECTED ACTION REQUIRED ACTION REQUIRED CORRECTED ACTION REQUIRED CORRECTED ACTION REQUIRED CORRECTED ACTION REQUIRED CORRECTED ACTION REQUIRED ACTION REQUIRED CORRECTED ACTION REQUIRED ACTION REQUIRED CORRECTED ACTION REQUIRED CORRECTED ACTION REQUIRED ACTION REQUIRED CORRECTED ACTION REQUIRED CORRECTED ACTION REQUIRED CORRECTED ACTION REQUIRED ACTION REQUIRED ACTION REQUIRED ACTION REQUIRED CORRECTED ACTION REQUIRED	k.
f. Are fleet operations bulletins maintained and accessible to the AT? CONDITION OF THE FLEET a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? (1) Have any unauthorized modifications been made on vehicles? I. MOTORCYCLES ACTION REQUIRED CORRECTED Not Applicable a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? (1) Are the program objectives clearly understood by the commander and supervisors? (2) Does the Area have an up-to-date SOP relating to motorcycle operations? (3) Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? (3) Are motorcycles parked at the Area office during vacations and extended days off? (4) Yes (5) C. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	□ No
ACTION REQUIRED ACTION REQUIRED ACTION REQUIRED ACTION REQUIRED None a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? (1) Have any unauthorized modifications been made on vehicles? 1. MOTORCYCLES a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? (1) Are the program objectives clearly understood by the commander and supervisors? (2) Does the Area have an up-to-date SOP relating to motorcycle operations? (3) Are motorcycles being used on beats with predominantly high speed problems? (4) Are motorcycles used for special duty officer transportation? (5) Are motorcycles parked at the Area office during vacations and extended days off? (6) Are Fleet Operations Bulletins pertaining to motorcycles filed together?	□No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? (1) Have any unauthorized modifications been made on vehicles? (2) Latimer None (3) Are motorcycles used for special duty officer transportation? (3) Are Fleet Operations Bulletins pertaining to motorcycles filed together? (4) Latimer None S. Latimer None Select Sel	□ No
(1) Have any unauthorized modifications been made on vehicles? 1. MOTORCYCLES a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? (1) Are the program objectives clearly understood by the commander and supervisors? (2) Does the Area have an up-to-date SOP relating to motorcycle operations? (3) Are motorcycles being used on beats with predominantly high speed problems? (4) Are motorcycles used for special duty officer transportation? (5) Are motorcycles parked at the Area office during vacations and extended days off? (6) Are Fleet Operations Bulletins pertaining to motorcycles filed together?	
1. MOTORCYCLES a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	☑ No
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? Yes (1) Are the program objectives clearly understood by the commander and supervisors? Yes (2) Does the Area have an up-to-date SOP relating to motorcycle operations? Yes b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? Yes (1) Are motorcycles being used on beats with predominantly high speed problems? Yes (2) Are motorcycles used for special duty officer transportation? Yes (3) Are motorcycles parked at the Area office during vacations and extended days off? Yes c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	☑ No
(1) Are the program objectives clearly understood by the commander and supervisors? (2) Does the Area have an up-to-date SOP relating to motorcycle operations? (3) Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? (4) Are motorcycles being used on beats with predominantly high speed problems? (5) Are motorcycles used for special duty officer transportation? (6) Are motorcycles parked at the Area office during vacations and extended days off? (7) Yes (8) Are Fleet Operations Bulletins pertaining to motorcycles filed together?	
(2) Does the Area have an up-to-date SOP relating to motorcycle operations? b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? (1) Are motorcycles being used on beats with predominantly high speed problems? (2) Are motorcycles used for special duty officer transportation? (3) Are motorcycles parked at the Area office during vacations and extended days off? (4) Yes (5) Are Fleet Operations Bulletins pertaining to motorcycles filed together?	□ No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	□No
(1) Are motorcycles being used on beats with predominantly high speed problems? (2) Are motorcycles used for special duty officer transportation? (3) Are motorcycles parked at the Area office during vacations and extended days off? (4) Yes (5) Are motorcycles parked at the Area office during vacations and extended days off? (5) Yes (6) Are Fleet Operations Bulletins pertaining to motorcycles filed together?	□No
(2) Are motorcycles used for special duty officer transportation? (3) Are motorcycles parked at the Area office during vacations and extended days off? (4) Yes (5) Are motorcycles parked at the Area office during vacations and extended days off? (5) Yes (6) Are Fleet Operations Bulletins pertaining to motorcycles filed together?	□ No =
(3) Are motorcycles parked at the Area office during vacations and extended days off? C. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	□No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	□ No
	□No
And Miles and an incident in the state of th	□No
(1) What system is in place to verify understanding and compliance?	
(2) Are Bulletins discussed with riders?	
d. What type of active safety program does the Area have?	

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(1) Is there a Defensive Rider Program?	☐ Yes	□No
(2) Is there a sufficient number of CMTOs?	☐ Yes	□No
(3) What is the Area's safety record?		
		200
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	☐Yes	□No
(a) Are mandatory exercises being conducted?	☐ Yes	□No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐Yes	□No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	Yes	□No
(2) Is the repair person proficient?	☐Yes	□No
(3) Is service available on weekends?	☐Yes	□No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	□No
(5) Are any motorcycles being operated with radios in a defective condition?	☐Yes	□No
(6) Are any repairs being done by riders?	☐Yes	□No
(7) Does the Area swap radios with idle units to reduce down time?	☐Yes	□ No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐Yes	□No
g. Is there adequate space to park and/or store motorcycles?	☐ Yes	□No
(1) Is safety compromised?	□Yes	□No -
(2) Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	□No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	☐Yes	□No
(4) Are parked motorcycles susceptible to theft or vandalism?	☐Yes	□No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☐Yes	□No
(a) Has it been inspected and approved?	☐Yes	□No
(b) Are records of the approval on file?	☐ Yes	□ No *
Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	☐ Yes	□No
(1) Do equipment and accessory times comply with departmental regulations?	☐ Yes	□No
(2) Is there ample supply available?	☐Yes	□No
(3) Are spare tires available?	☐ Yes	□No
(4) Is a battery charger available?	☐ Yes	□No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

=			
	(5) is there security and an accurate inventory kept?	Yes	□ No
	What arrangements have been made for servicing and repairing motorcycles?		
	(1) Is it satisfactory and cost effective?	☐Yes	□ No
	(2) Does the maintenance program minimize officer and vehicle down time?	☐Yes	□ No
	(3) How is repair work verified?		
		000	
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐Yes	□ No
	(a) Is a supervisor's permission required?	☐Yes	□ No
	(b) Is there a SOP covering this aspect of motorcycle operation?	□Yes	□ No
-	(5) If not ridden, how are motorcycles transported to vendors for repairs?		5
	(6) Does the Area have a motorcycle trailer?	Yes	□No
	(a) How often is it used?		
	(b) If one is not available, has Area budgeted for one?	☐Yes	. □ No
j.	Are vehicle files logically kept and up-to-date?	□Yes	□ No »
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐Yes	□ No
	(2) Does the motorcycle supervisor review all motorcycle invoices?	☐Yes	□No
	(3) Is service up-do-date?	☐ Yes	□ No
k.	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	□Yes	□No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	□Yes	□No
	(2) Are the forms filed for the life of the motorcycle?	Yes	□No
1.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐Yes	□ No

Memorandum

Date:

March 25, 2009

To:

San Francisco Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

San Francisco Area

File No.:

335.13154

Subject:

HPM 22.1, CHAPTER 6 INSPECTION—FLEET MANAGEMENT.

Between February 25, 2009, and March 25, 2009, Lieutenant Dane Lobb, #13154, conducted an Area Management Evaluation of Fleet Management. This inspection is divided into 11 sections.

Section 1, Area Administration

Area is in compliance with supervision and accountability of the Area's fleet.

Section 2, Vehicle Use

Area is in compliance with both CHP policy and SAM regulations with regard to state vehicle usage.

Section 3, Service Arrangements

Area is in compliance with all CHP policy while using or obtaining services for its fleet.

Section 4, Mileage Management

Area Auto Technicians ensure equitable mileage is maintained for the entire fleet.

Section 5, Automotive Work Area/Equipment

Area Auto Technicians have an adequate facility to complete all required work. The facility is clean, clear of hazards, and well maintained. All required equipment was present and in good repair.

Section 6, Tires, Parts and Supplies

The current supply of tires, parts and supplies was evaluated and found to be appropriate. All supplies were properly secured and a recent inventory (2/24/2009) confirmed adequate controls are in place.

Section 7, Fuel Dispensing Facility

Fuel is available and controlled by key access card at the Area office. The key card system helps to maintain an accurate accounting of fuel usage. An inventory and monthly check was last conducted on February 20, 2009, and all fuel was accounted for.

San Francisco Area Page 2 March 25, 2009

Section 8, Safety

No safety hazards or concerns were identified during this inspection.

Section 9, Vehicle Records and Maintenance

All records were current and the entries in the Fleet Focus program were up to date.

Section 10, Condition of Fleet

The fleet was overall in good condition with the exception of those vehicles that had been involved in collisions.

Section 11, Motorcycles

The use, maintenance, security, and transportation of motorcycles assigned to the Area was evaluated and found to be in compliance with departmental policies and procedures.

No problems or concerns beyond those listed in the exceptions document were noted during the inspection.

DANE LOBB

Attachments

cc: Golden Gate Division

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
San Francisco	Golden Gate	6	
Inspected by: Lt. D. F. Lobb, #		Date: 03/25/2009	

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required. Corrective Action Plan Included TYPE OF INSPECTION ☐ Division Level ☐ Command Level Appeal Included □ Executive Office Level Attachments Included Date: Commander's Signature: Forward to: Follow-up Required: ⋈ No Yes Due Date: Chapter Inspection: Inspector's Comments Regarding Innovative Practices: 1.) None. Command Suggestions for Statewide Improvement: 1.) The Area uses a key card system combined with Veeder Root system for the dispensing of gasoline. These system would provide a better method for tracking usage.

- 1.) Inspection Checklist, CHP 453 F, Item 3 b. The Area does not have a weekend maintenance contract but both Auto Techs live in the immediate area and have responded to make weekend repairs when requested.
- 2.) Inspection Checklist, CHP 453F Item 3(d) (1): Asks who is authorized to declare a vehicle unsafe for patrol. This question is poorly worded. Officers or Auto Tech who encounter a vehicle which is unsafe can make that determination. Any concern about the safety of a vehicle should be immediately brought to the attention of an Auto Tech, a supervisor, or a manager.
- 3.) Inspection Checklist, CHP 453F Item 5(d): While the Auto Techs have all of the required tools to perform their assigned duties several tools were ordered which would improve effectiveness and efficiency. The tools include a heat gun, a 21 mm socket set, and a new set of screw drivers.
- 4.) Inspection Checklist, CHP 453F Item 6a: Tire are sold to a local dealer for \$4.50 per tire. This arrangement means instead of paying to have used tires hauled away Area is recovering a portion of the cost.

Inspector's Findings:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
San Francisco	Golden Gate	6	
Inspected by: Lt. D. F. Lobb, #		Date: 3/25/2009	

- 5.) Inspection Checklist, CHP 453 Item 7: No local DGS or CalTrans state fuel facilities are available for fuel contracts. The local CalTrans office has diesel fuel only. Area uses self service fuel only. No local SOP exists for this procedure.
- 6.) Inspection Checklist, CHP 453 Item 7 (b)(2): Area gas pumps are not equipped with break away couplers.
- 7.) Inspection Checklist, CHP 453 Item 7 (f): Area gas pumps are controlled by a key card system. All gasoline usage is tracked using this system. No gasoline can be pumped unless the key card for each vehicle is used.
- 8.) Inspection Checklist, CHP 453 Item 11 (b) (1): Area utilizes motorcycle patrol on the Oakland Bay bridge. While this is not necessarily a high speed beat this is the most effective and efficient means of patrol.

Commander's Response:	
Continuation of Respect	

I concur with the findings of this inspection.

Inspector's Comments:

Area Commander was provided a copy of the inspection report.

Required Action

Corrective Action Plan/Timeline

Area has ordered tools requested by the Auto Techs

			THEY VERY				warenesses and the	entern sees on the	
Appeal Process: (Appe	als shall be filed	within five (5) busines:	days of ti	ne complet	ed chapter i	nspection):		
		THE SECOND	- (E18 c. L.)	10.40					
Commander's Basis fo	r Appeal:								
N/A									

Appeal Review/Decision: (This shall be the only level of appeal).

N/A

Lead Inspector's Signature:	Date:
The state of the second	and a last a reservoire. A constant to the section of the
Responding Commander's Signature (for appeal):	Date:

TATE OF CAL			AREA	DIVISION	NUMBER	
EPARTMENT	OF CALIFORNIA HIGHWAY P	VALUATION	San Francisco	Golden Gate	335	
	MANAGEMENT		EVALUATED BY		DATE	Δ.
HP 453F ((Rev. 6-06) OPI 009		Lt. D.F. Lobb		03/25/200	
orm is us ndividual an be pl	sed as a Correction I items with "yes" or laced on the CHP 4	tems reviewed by placing a check Report, the "Correction" box sho "no" answers, or fill in the blank 54, Area Management Evaluatio ve actions, unresolved items, pro en or pencil, and the Supplement	s as indicated. If adding Supplement. The Supplement, and Supplement.	tional comments are no Supplement should include the evaluator's over	ecessary, the lude significar	information of findings,
YPE OF EVA	LUATION	nformal Evaluation	SUSPENSE DATE		100-100-100-100-100-100-100-100-100-100	
OLLOW-UP F		☑ Correction Report	COMMANDER'S REVIEW	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	DATE	
□Yes	☑ No	10 10 10 100e	0.04	-	4/3/0) ?
		BY Lt. Lobb	EVALUATED	ACTION REQUIRED	CORRECTED	······································
. AREA	ADMINISTRATION		Yes	No	va	
a. Is t	here a clear line of su	pervision and accountability for the	Area's fleet managemer	nt?	✓ Yes	□ No
CONTRACTOR STATE		der involved and informed?				□No
	(a) Does he/she m	onitor invoices?				□ No
(2)	Who is authorized to	p approve invoices? Sgt. P. Tracy				27
b. Wh	nat is the background	experience of the Automotive Techr	nician (AT)? Area has	iwo AT's. Both AT have	2 3+ years expe	erience as
me	chanics in the private	e sector.		····	,	
(1)	Are sufficient instruc	ctions and training provided?			✓ Yes	□ No
(2)	Is he/she a qualified	I mechanic at journey person level?			✓ Yes	□ No
(3)	Does he/she attend	training on new model vehicles?				□ No
(4)	Does the AT have g	lood rapport with Area personnel an	d vendors?	January 1997	✓ Yes	□ No
(5)	Does the AT ensure	e vehicles are avallable at shift chan-	ge?		Yes	☑ No
(6)	Does the AT period	ically attend staff meetings?			✓ Yes	□ No
(7)		deas/suggestions for improving the			✓ Yes	□ No
c. Ho	w much maintenance	work is being done by the AT? 75-	80% of the work is bei	ng done at the Area. Wa	arranty work is	done by the
de	alership.					
(1)		o perform maintenance and minor n				∏ No
	(a) If these duties	are not being performed, why not?	The A'f's do not perfo	rm any warranty work.		

a. How many "E" Class vehicles are assigned to the Area? 27 B&W patrol cars, 15 B&W motorcycles, 2 unmarked, Captain/School bus

EVALUATED

Yes - - -

ACTION REQUIRED

No ·

d. What other duties or responsibilities are placed on the AT? General building repairs and assist the custodians.

CORRECTED

2. VEHICLE USE

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

		Rev. 6-06) OPI 009 Is there an unmarked patrol vehicle assigned for the commander?	Yes	□No
	(1)	If the number of vehicles assigned is in excess of the formula, what justification has been made?		
	(2)	THE HOLLING		
-	***************************************			
b.	Are	there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	☑ Yes	□ No
_	(1)	Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	✓ Yes	□ No
-		(a) Is there a supply of tools and minor equipment available?		□ No
С.	Wha	it is the justification for any vehicle kept at employees homes after duty hours? Motorcycle officers are per	mitted to tra	vel to an
	fron	n their residence on their enforcement vehicle to increase in view patrol and to maintain security.		
d.	Who	does the commander allow to ride in vehicles? Only applicants or Departmental employees on official but	isiness.	
-		Do supervisors use the CHP 428, Release and Waiver of Liability?	☑ Yes	□ No
-	-	(a) Is the CHP 428 kept for the appropriate period of time?	Yes	□No
3	CDVI	DE ARRANGEMENTS EVALUATED ACTION REQUIRED No	CORRECTED	,
	ENVI	at vendors are being used for servicing or repairing vehicles? S&C Ford (dealership), Seramonte Ford (de	alership), R	oberts Ti
a				
_		ality Auto Body, Automotive Specialist, and Vals Upholstery	✓ Yes	□No
_	(1)	Are they authorized dealers? What process was used in selecting a service vendor? Dealerships for the warranty work. The others we	ere selected	on their
	(2)	ability to complete the work in a timely manner using certified mechanics or technicians.		
_		what are the hourly rates being charged? Scramonte Ford, \$113.40 hour and S&C is 122.00 hour.		
_	(3)		√ Yes	□No
		(a) Are discounts given on parts?	✓ Yes	□ No
	(4)	Has the command shopped for the most cost effective vendors?		
	(5)	Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?	✓ Yes	□No
	(6)	To all and to policy in HPM 11.2 Materials Management Manual, when making purchases?	✓ Yes	□No
ŀ		ehicle availability has been a problem, has Area experimented with weekend maintenance?	Yes	☑ No
	(1)	What percentage of the fleet is needed on weekends? rarely been an issue. A'T's have come in once or t	wice on wee	kends.
	(2)	And the sea she degree of vehicles on Mondays?	□Yes	☑ No
		If more than one AT, are their hours/days scheduled most effectively?	☑ Yes	□No
	(5)	(a) Is overtime needed for maximum enforcement periods?	Yes	☑ No
		e provisions adequate to ensure regular washing of vehicles?	[∕] Yes	□ No
	n Δr	N DI A I A I A I A I A I A I A I A I A I		
		How are interiors cleaned? At the local car wash (Tower Car Wash)		

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

CHP	453F	(Rev.	6-06)	OPI	009
O					

and economical?	✓ Yes	☐ No
(2) Is the Area's vehicle washing procedure practical and economical?	☐ Yes	☑ No
(a) Is excessive officer time used to wash vehicles?		☐ No
(3) Is there more than one car wash facility available?	Yes	☑ No
(4) Are vehicles being excessively washed or detailed?		☑ No
(5) Does the Area have a maintenance worker or janitor wash cars?	Yes	
(6) Is there any other program that can be of assistance in washing cars?	☐ Yes	☑ No
d. How do officers report defective equipment? Area has an equipment report card, checklist available to	note problems or co	oncerns.
(1) Who is authorized to declare a vehicle unsafe for patrol? Either Officers or an AT.		
(a) Who determines when a vehicle is safe after repair or checking of defects? AT		
(b) Does he/she sign off the report form and indicate what has been done?	✓ Yes	□No
(c) Is this system effective?	✓ Yes	□ No
(d) How long are records kept? Life of the vehicle plus 3 years.		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	🛭 Yes	□ No
EVALUATED ACTION REQUIRED	CORRECTED	
2 A b	☑ Yes	□No
	 ✓ Yes	□No
(1) Are vehicles run out in the same order they are received?		
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals	☐ Yes	□No
(a) If not, can adjustments be made to accomplish this?		
b. How are adjustments to mileage accomplished? Advise the Sergeants and add the vehicle as a priority	y venuere assignmen	
	☑ Yes	∏No
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?		□ No
(2) Does the AT understand what is required?	✓ Yes	
(3) Does the Area have a "personalized vehicle assignment" program?		□ No
(a) If so, how does it effect mileage averaging? The program is based upon mileage averaging of	iver personally assi	gned vehic

c. How does the Area project run outs? 45 days prior to the vehicle reaching 90K miles the vehicle is pr	rojected.	****
		16 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
(1) Is FOS provided 30-45 days advance notice?	✓ Yes	□No
5)		

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL A DEA MANAGEMENT EVALUATION

AREA	MANAGEMENT	EVALUATION
FLEET	MANAGEMENT	

(2)	What ha	as been the condition of vehicles returned to FOS?	overall good condition,		***************************************	
					[∕] Yes	□No
oreanis A	CONTRACTOR OF THE PARTY OF THE		EVALUATED	ACTION REQUIRED	CORRECTED	
UTOM	OTIVE	WORK AREA/EQUIPMENT	Yes	No		
Is th	ere ade	quate space and comfort in the AT office?				□ No
(1)	Is the of	fice arranged neatly, and are all bulletins and man	uals current?			□ No
(2)	Does the	e AT maintain a service and flat rate manual?		WITCH A A ALABAMAN WINE THOU WIND A REAL PROPERTY.		□ No
ls th	ne space	for working on vehicles adequate?				□ No
(1)	Is it clea	n and organized?				∏ No
Does	s the AT	have the supply of tools listed in HPM 31.1, Fleet	Operations Manual, Chap	oter 6?		□ No
(1)	Is there	an inventory?			✓ Yes	□ No
	(a) Wh	en was it last checked?			✓ Yes ✓ Yes	□ No
(2)	Are the	tools located where they can be easily accessed b	y the AT when working o	n vehicles?	√ Yes	□ No
	(a) Are	they clean and properly maintained?			✓ Yes	□ No
	(b) Is ti	here security for the tools when the AT is not prese	ent?		✓ Yes	□No
	(c) Wh	o has access to the tools?			✓ Yes	□ No
Doe	s the AT	have the equipment necessary to perform all requ	iired tasks?		√Yes	□ No
					✓ Yes	□No
					✓ Yes	□No
				ASSESSMENT VENEZONESINION	✓ Yes	□No
				••	☐ Yes	☑ No
					□Yes	□ No
كالكبد			d?		☐Yes	□ No
57 MARKS	VERTON CARROLL	Street Control of the	EVALUATED	ACTION REQUIRED	CORRECTE	D
9			res	137	✓ Yes	□ No
					☐ Yes	□No
						□ No
		······································			✓ Yes	 ☐ No
(4)	Who ha	is access to the parts/supplies? AT and Sergean	18		7 . 4	
5 19			· ·		[/] Yee	□No
20010-1-224				oguirod?		No
. Are	automo	tive parts and supplies inventoried and maintained	in Fleet Focus (FF) as f	equirea?	₹ 1 F2	□140
	(2) (3) Is th (1) (2) Is th (1) (2) (1) (2) (1) (2) (1) (2) (1) (2) (3) (4) (5)	(3) Are the UTOMOTIVE: Is there ader (1) Is the of (2) Does th Is the space (1) Is it clear Does the AT (1) Is there (a) Wh (2) Are the (a) Are (b) Is th (c) Wh Does the AT (1) If not, had is the equipment of the	(3) Are the right equipment options completed? UTOMOTINE WORK AREA/EQUIPMENT Is there adequate space and comfort in the AT office? (1) Is the office arranged neatly, and are all bulletins and manual? Is the space for working on vehicles adequate? (1) Is it clean and organized? Does the AT have the supply of tools listed in HPM 31.1, Fleet (1) Is there an inventory? (a) When was it last checked? (2) Are the tools located where they can be easily accessed be (a) Are they clean and properly maintained? (b) Is there security for the tools when the AT is not presected. The presected is the equipment necessary to perform all requested for and/or ordered? Is the equipment neat, clean and in good repair? (1) Have replacements been planned and budgeted for? Are there additional tools or items of equipment needed? (1) Could the AT be more effective if they were available? (2) Can they and/or have they been requisitioned or requested in the space provided for parts and supplies adequate? (1) If not, can more space be provided? (2) Is the space neatly and logically organized? (3) Is there adequate security? (4) Who has access to the parts/supplies? AT and Sergean (5) Are batteries stored in a dry location, off the cement floor.	(2) What has been the condition of vehicles returned to FOS? overall good condition. (3) Are the right equipment options completed? Unconditive Work Area/Equipment Is there adequate space and comfort in the AT office? (1) Is the office arranged neatly, and are all bulletins and manuals current? (2) Does the AT maintain a service and flat rate manual? Is the space for working on vehicles adequate? (1) Is it clean and organized? Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Charlet State and inventory? (a) When was it last checked? (b) Is there an inventory? (c) Are the tools located where they can be easily accessed by the AT when working on the tools located where they can be easily accessed by the AT when working on the AT when working on the AT is not present? (c) Who has access to the tools? Does the AT have the equipment necessary to perform all required tasks? (1) If not, has it been budgeted for and/or ordered? Is the equipment neat, clean and in good repair? (1) Have replacements been planned and budgeted for? Are there additional tools or items of equipment needed? (1) Could the AT be more effective if they were available? (2) Can they and/or have they been requisitioned or requested? IRES, PARTS AND SUPPLIES Is the space provided for parts and supplies adequate? (3) Is there adequate security? (4) Who has access to the parts/supplies? AT and Sergeants (5) Are batteries stored in a dry location, off the cement floor?	(2) What has been the condition of vehicles raturned to FOS? overall good wondition. (3) Are the right equipment options completed? UNIONOTIVE WORK AREA/EQUIPMENT Is there adequate space and comfort in the AT office? (1) Is the office arranged neatly, and are all bulletins and manuals current? (2) Does the AT maintain a service and flat rate manual? Is the space for working on vehicles adequate? (1) Is it clean and organized? Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6? (1) Is there an inventory? (a) When was it last checked? (b) Is there an inventory? (c) Are the tools located where they can be easily accessed by the AT when working on vehicles? (b) Is there security for the tools when the AT is not present? (c) Who has access to the tools? Does the AT have the equipment necessary to perform all required tasks? (1) If not, has it been budgeted for and/or ordered? Is the equipment neal, clean and in good repair? (1) Have replacements been planned and budgeted for? Are there additional tools or items of equipment needed? (1) Could the AT be more effective if they were available? (2) Can they and/or have they been requisitioned or requested? IRES, PARTS AND SUPPLIES Is the space neatly and logically organized? (3) Is there adequate security? (4) Who has access to the parts/supplies? AT and Scrgeants	(2) What has been the condition of vehicles returned to FOS? overall good condition. (3) Are the right equipment options completed? (4) Is there adequate space and comfort in the AT office? (5) It is there adequate space and comfort in the AT office? (6) It is the office arranged neatty, and are all bulletins and manuals current? (7) Is the office arranged neatty, and are all bulletins and manuals current? (8) Does the AT maintain a service and flat rate manual? (9) Yes (1) Is it clean and organized? (1) Is it clean and organized? (1) Is the rean inventory? (2) Yes (3) Are the tools located where they can be easily accessed by the AT when working on vehicles? (4) Are they clean and properly maintained? (5) Is there security for the tools when the AT is not present? (6) Who has access to the tools? (7) Yes (8) If not, has it been budgeted for and/or ordered? (9) Yes (10) If not, has it been budgeted for and/or ordered? (11) Have replacements been planned and budgeted for? (12) Yes (13) Could the AT be more effective if they were available? (14) Could the AT be more effective if they were available? (15) If not, can more space be provided? (16) If not, can more space be provided? (17) Yes (18) If not, can more space be provided? (19) If not, can more space be provided? (10) If not, as more space be provided? (11) If not, as more space be provided? (12) Is the space neatly and logically organized? (13) If not, can more space be provided? (14) Who has access to the parts/supplies? AT and Scregants (5) Are batteries stored in a dry location, off the cement floor?

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

P 453F (Rev. 6-06) OPI 009		
c. Are reasonable numbers of parts/supplies stocked?	✓ Yes	□ No
(1) Are there obsolete parts on hand?	Yes	☑ No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?		□ No
e. Are adequate records maintained for tires, and are all tires accounted for?		□ No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?		□ No
(2) Are proper guidelines in place for record keeping?		□ No
(a) Are records reviewed by management?	✓ Yes	□No
(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	□ No
(a) How are tires stored? They are kept in a locked shed and locked by a chain and pad lock on tire r	acks. The inv	entory was
last checked and confirmed on 3/26/2009.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	□ No
(5) Does Area provide motorcycle vendors with a stock of tires?		□ No
(6) Does it appear tires are being replaced prematurely?	Yes	☑ No
(7) Are adequate records maintained for used tires?		□ No
(a) Is the disposition of used tires within policy?		□No
f. How are old tires/batteries disposed of? The tires are sold as junk, and batteries are returned to distributor.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	Yes	☑ No
(2) Are either tires or batteries being traded to offset installation costs?	☐ Yes	☑ No
(3) Are the provisions of any tire or battery disposal contract being met?	☐ Yes	□ No
g. Are Material Safety Data Sheets (MSDS) posted as required?		□ No
(1) Are all containers (other that the original) containing hazardous materials properly marked?	☑ Yes	□ No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□ No
(1) Who conducted the count? Officer S. Withers, Auto Tech, L. Guiterrez and Auto Tech N. Garabetian		
EVALUATED ACTION REQUIRED	CORRECTI	20
FUEL DISPENSING FACILITY Yes No		
Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	☑ Yes	□No
(1) What procedures have been established for purchasing fuel from service stations in emergencies? No	-procedures a	re in place.
Voyager credit card is used.		400-
(a) Is self-service or full-service used? Self service		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

HP 4	453F (Rev. 6-06) OPI 009		
	(2) Is there a written policy, and is it complied with?		☑ No
b.	Is the fuel island clean and neat?	✓ Yes	□ No
	(1) Does it need repair or painting?	[] Yes	☑ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□ No
	(3) Is the break-away coupler installed?	☐ Yes	☑No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?		□ No
	(6) Is the lighting adequate?	✓ Yes	□ No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□ No
	(8) Have problems been reported to Facilities Section?	☐ Yes	✓ No
с.	Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d.	Who fuels the vehicles? Officers		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
ę.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	☑ Yes	□ No
	(2) Who has access to the keys to lock the meters and the storage tank? Area Auto Techs only		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Veeder Root key card system and 33 bo	oks.	*****
	(1) Are records maintained as required?	☑ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? The system is automated and key	card controll	ed. No
	shortages occur.		
g.	Does the physical inventory reasonably balance with the metered inventory each month?		□No
	(1) When was the pump meter last checked for accuracy? checked monthly last check on 2/20/2009.		
10000			
-		✓ Yes	□ No
h.	Is there a contract for fuel?		
h.	(1) How often is the fuel supply replenished? once a month.		
h.			
	(1) How often is the fuel supply replenished? once a month. (2) At what level is it refilled? when there is only 8800 gallons left.		
	(1) How often is the fuel supply replenished? once a month.	☑ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

2013	493F (Rev. B-06) CI 1999 EVALUATED	ACTION REQUIRED	CORRECTED	
SI	AFETY Yes Does the Area conduct an inspection of the facility twice each year to detect safety hazar	I	∠lYes	□ No
a.			√ Yes	□ No
	(1) Are the AT's work areas inspected?		Yes	☑ No
b.			✓ Yes	No
	(1) Is the shop floor clean and free of any spills?		☐Yes	☑ No
	(2) Are electrical cords or hoses posing a hazard?	200 H2	☑ Yes	□ No
	(3) Are fire extinguishers charged, inspected and of the proper type?		Yes	✓No
	(4) Are any batteries leaking or stored improperly?		Yes	✓No
	(5) Are there loose items on the floor?			□ No
	(6) Is the bench grinder firmly affixed, and are there safety glasses available?		✓ Yes	
-01100	(a) Are they worn by the AT?	an parameter from the party of	✓ Yes	□ No
	(7) Is the battery charger in a safe place?		✓ Yes	□ No
	(8) Are masks available for AT's to wear when servicing brakes?		✓ Yes	□ No
	(a) If yes, are they worn?		✓ Yes	□ No
	(9) Are jack stands properly utilized?		Yes	□ No
C.	c. What is the Area occupational safety record as it relates to fleet management? Overall	the unit has a good sai	fety record.	
C.	 What is the Area occupational safety record as it relates to fleet management? Overall (1) Have any injuries been prevented with an improved safety awareness program? 		☑ Yes	□No
	c. What is the Area occupational safety record as it relates to fleet management? Overall	the unit has a good sal		
. , v	What is the Area occupational safety record as it relates to fleet management? Overall (1) Have any injuries been prevented with an improved safety awareness program?	ACTION REQUIRED	☑ Yes	
. , v	What is the Area occupational safety record as it relates to fleet management? Overall (1) Have any injuries been prevented with an improved safety awareness program? VEHICLE RECORDS AND MAINTENANCE Yes	ACTION REQUIRED	☑ Yes	·····
. , v	What is the Area occupational safety record as it relates to fleet management? Overall (1) Have any injuries been prevented with an improved safety awareness program? VEHICLE RECORDS AND MAINTENANCE Yes Are fleet records logically filed?	ACTION REQUIRED	✓ Yes CORRECTED ✓ Yes	D No
. , v	(1) Have any injuries been prevented with an improved safety awareness program? VEHICLE RECORDS AND MAINTENANCE Are fleet records logically filed? (1) Are they conveniently located and available to the AT and supervisor?	ACTION REQUIRED	✓ Yes CORRECTED ✓ Yes ✓ Yes	□ No
. , v	(1) Have any injuries been prevented with an improved safety awareness program? VEHICLE RECORDS AND MAINTENANCE Are fleet records logically filed? (1) Are they conveniently located and available to the AT and supervisor? (2) Do files contain all required documents?	ACTION REQUIRED	✓ Yes CORRECTED ✓ Yes ✓ Yes	□ No
. , v	(1) Have any injuries been prevented with an improved safety awareness program? VEHICLE RECORDS AND MAINTENANCE Are fleet records logically filed? (1) Are they conveniently located and available to the AT and supervisor? (2) Do files contain all required documents? (a) If documents are not in files, where are they located?	ACTION REQUIRED No	✓ Yes CORRECTED ✓ Yes ✓ Yes	□ No
. , v	(1) Have any injuries been prevented with an improved safety awareness program? VEHICLE RECORDS AND MAINTENANCE Are fleet records logically filed? (1) Are they conveniently located and available to the AT and supervisor? (2) Do files contain all required documents? (a) If documents are not in files, where are they located? Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operation.	ACTION REQUIRED No	✓ Yes CORRECTED ✓ Yes ✓ Yes ✓ Yes	No No
. , v	(1) Have any injuries been prevented with an improved safety awareness program? WEHICLE RECORDS AND MAINTENANCE A. Are fleet records logically filed? (1) Are they conveniently located and available to the AT and supervisor? (2) Do files contain all required documents? (a) If documents are not in files, where are they located? Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Ope (1) Are documents legible and complete?	ACTION REQUIRED No	✓ Yes CORRECTED ✓ Yes ✓ Yes ✓ Yes	No No No
. , v	(1) Have any injuries been prevented with an improved safety awareness program? VEHICLE RECORDS AND MAINTENANCE A. Are fleet records logically filed? (1) Are they conveniently located and available to the AT and supervisor? (2) Do files contain all required documents? (a) If documents are not in files, where are they located? Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Op. (1) Are documents legible and complete? (2) Who reviews the FF reports? Lt. Lobb and Sergeant Tracy	ACTION REQUIRED No erations Manual?	✓ Yes CORRECTED ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No
. , v	(1) Have any injuries been prevented with an improved safety awareness program? WEHICLE RECORDS AND MAINTENANCE Are fleet records logically filed? (1) Are they conveniently located and available to the AT and supervisor? (2) Do files contain all required documents? (a) If documents are not in files, where are they located? (b) Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Op. (1) Are documents legible and complete? (2) Who reviews the FF reports? Lt. Lobb and Sergeant Tracy (3) How is the information used in Area's fleet administration? To ensure sufficient su	erations Manual?	✓ Yes CORRECTED ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No
. , v	(1) Have any injuries been prevented with an improved safety awareness program? VEHICLE RECORDS AND MAINTENANCE A. Are fleet records logically filed? (1) Are they conveniently located and available to the AT and supervisor? (2) Do files contain all required documents? (a) If documents are not in files, where are they located? Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Op. (1) Are documents legible and complete? (2) Who reviews the FF reports? Lt. Lobb and Sergeant Tracy	erations Manual?	✓ Yes CORRECTED ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

JHP 4	193F (Rev. 6-00) OF 1006	✓ Yes	□ No		
	(2) Have required services been done at the proper mlleage?	✓ Yes	□ No		
d.	Is the Area using the most effective and economical method of repairing/maintaining the fleet?				
	(1) Are hourly rates in line with prevailing rates?				
	(2) Does the AT refer to manuals for invoice cost information?	☑ Yes	□ No		
	(3) Is work being done by vendors that should be done by the AT?	Yes	☑ No		
	(4) Are there any warranty problems?	Yes	☑ No		
	(a) If so, are they being resolved?	Yes	□ No		
-	(5) Is the credit card being used in lieu of an invoice?	Yes	☑ No		
	(6) Does the commander or his/her designee review and/or approve invoices?	✓ Yes	□ No		
	(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Sergeant Tracy review	vs the initial	estimate		
*****	repairs with concurrence of the Area Commander approves the repair.				
- 200			45.5		
е.	Do invoices indicate parts are being supplied by the CHP?	√ Yes	□ No		
	(1) If parts are on invoices, does the vendor give a discount?		□ No		
f	Are fleet operations bulletins maintained and accessible to the AT?	✓ Yes	□ No		
4.3	CONDITION OF THE FLEET Yes No	CORRECTED			
a.	Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	Yes	☑ No		
	(1) Have any unauthorized modifications been made on vehicles?	Yes	☑ No		
1.	MOTORCYCLES EVALUATED ACTION REQUIRED NO	CORRECTED			
a.	Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	☑ Yes	□No		
	(1) Are the program objectives clearly understood by the commander and supervisors?		□No		
	(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	✓ Yes	□No		
b.	Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	✓ Yes	□No		
	(1) Are motorcycles being used on beats with predominantly high speed problems?	Yes	☑ No		
niterie.	(2) Are motorcycles used for special duty officer transportation?	Yes	☑No		
	(3) Are motorcycles parked at the Area office during vacations and extended days off?	✓ Yes	□ No		
	Are Fleet Operations Bulletins pertaining to motorcycles filed together?	✓ Yes	☐ No		
с. ———	(1) What system is in place to verify understanding and compliance? Copies of the bulletins are being given	to the moto	r sergean		
	who are in turn is making sure this information is being disseminated to the motor officers.				
	Who are in turn is making sure this information is being dissentifiated to the motor officers.	[7] Yes	No		
	(2) Are Bulletins discussed with riders?				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

HP 453F (Rev. 6-06) OPI 009	[7] V [7] N-
(1) Is there a Defensive Rider Program?	☑ Yes ☐ No
(2) Is there a sufficient number of CMTOs?	☑ Yes ☐ No
(3) What is the Area's safety record? There were 2 non-preventable collisions in 2008 and one in 20)09.
(a) How does it compare with Division and statewide rates? average.	
(4) Does the Area conduct quarterly motorcycle training?	☑ Yes □ No
(a) Are mandatory exercises being conducted?	☑ Yes ☐ No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	☑ Yes ☐ No
e. Are emergency radio repairs made at the office or at the radio shop? Both.	
(1) Are the arrangements satisfactory?	☑Yes ☐ No
(2) Is the repair person proficient?	☑ Yes □ No
(3) Is service available on weekends?	☑Yes ☐No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes ☑ No
(5) Are any motorcycles being operated with radios in a defective condition?	☐ Yes ☑ No
(6) Are any repairs being done by riders?	☐ Yes ☑ No
(7) Does the Area swap radios with idle units to reduce down time?	✓ Yes □ No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section	on? ☑Yes ☐No
g. Is there adequate space to park and/or store motorcycles?	✓ Yes No
(1) Is safety compromised?	☐ Yes ☑ No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes ☑ No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	☑ Yes ☐ No
(4) Are parked motorcycles susceptible to theft or vandalism?	☐ Yes ☑ No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☑Yes □No
(a) Has it been inspected and approved?	☑Yes ☐ No
(b) Are records of the approval on file?	☑ Yes ☐ No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting to approved supplies and equipment replacements?	or 📝 Yes 🗌 No
(1) Do equipment and accessory times comply with departmental regulations?	☑Yes ☐No
(2) Is there ample supply available?	☑ Yes ☐ No
(3) Are spare tires available?	∵ Yes ☑ No
(4) Is a battery charger available?	☑Yes □No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP	453F (Rev. 6-06) OPI 009		
	(5) Is there security and an accurate inventory kept?		□ No
i.	What arrangements have been made for servicing and repairing motorcycles? Area has a contract with BMV	A' of San Franc	eisco and
	Marin BMW, both dealerships.		
	(1) Is it satisfactory and cost effective?		□No
	(2) Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□No
	(3) How is repair work verified? The assigned officer and the sergeam verify work has been completed.		
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	☑ No
	(a) Is a supervisor's permission required?	Yes	☑ No
	(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	☑ No
	(5) If not ridden, how are motorcycles transported to vendors for repairs? They are transported by trailer t	o BMW of Sai	n Francisco.
	Marin BMW offers a pick up service.		
	(6) Does the Area have a motorcycle trailer?		□ No
	(a) How often is it used? 2-3 times per month.		
	(b) If one is not available, has Area budgeted for one?	✓ Yes	□ No
j.	Are vehicle files logically kept and up-to-date?	☐ Yes	☑ No
- 11	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	✓ Yes	□No
	(2) Does the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□No
	(3) Is service up-do-date?	✓ Yes	□No
k.	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?		□ No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?		□ No
	(2) Are the forms filed for the life of the motorcycle?		□No
l.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	o the	□No

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT CHP 453F (Rev 5:06) OPI 009 THE IGULDEN GHT STORM TO THE PARTY OF THE PARTY O

NSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this orm is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer adividual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information an be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This orm can be completed in pen or pencil, and the Supplement can be handwritten if desired. SUSPENSE DATE YPE OF EVALUATION Informal Evaluation Formal Evaluation DATE COMMANDER'S REVIEW OLLOW-UP REQUIRED Correction Report □ No BY 🗀 Yes CORRECTED ACTION REQUIRED EVALUATED AREA ADMINISTRATION ☐ No M-Yes a. Is there a clear line of supervision and accountability for the Area's fleet management? ∏ No ---Yes (1) is the Area commander involved and informed? X No ☐ Yes (a) Does he/she monitor invoices? Som SIMON Bod Remarc, (2) Who is authorized to approve invoices? Received aller b. What is the background experience of the Automotive Technician (AT)? コモセド 11 EVE □ No Yes Yes (1) Are sufficient instructions and training provided? No N-Yes Is he/she a qualified mechanic at journey person level? No PA ☐ Yes Does he/she attend training on new model vehicles? □ No Yes Yes Does the AT have good rapport with Area personnel and vendors? 17-Yes No No (5) Does the AT ensure vehicles are available at shift change? FT-No Yes (6) Does the AT periodically attend staff meetings? M-No M Yes (7) Does the AT have ideas/suggestions for improving the program? majoring of All mainstrance is PERFORMED How much maintenance work is being done by the AT? By This AT's -Yes ∏ No (1) Is he/she qualified to perform maintenance and minor repairs? (a) If these duties are not being performed, why not? FF- DATH ENSILY d. What other duties or responsibilities are placed on the AT? CORRECTED ACTION REQUIRED EVALUATED 2. VEHICLE USE a. How many "E", Class vehicles are assigned to the Area?

Destroy Previous Editions

c453(606.frp

AREA MANAGEMENT EVALUATION

(1) Is there an unmarked patrol vehicle assigned for the commander?		∏ No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?		
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	Yes	No No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	Yes	No No
(a) Is there a supply of tools and minor equipment available?	∑d"Yes	□ No
c. What is the justification for any vehicle kept at employees homes after duty hours?	in cub.	seo .
GARGE.		
d. Who does the commander allow to ride in vehicles?	1 0108	
(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	Yes —	No
(a) Is the CHP 428 kept for the appropriate period of time?	_⊠ Yes	No
SERVICE ARRANGEMENTS EVALUATED ACTION REQUIRED	CORRECTED	
a. What vendors are being used for servicing or repairing vehicles? Francisco Force Sur	incy UME	7020
ZAMETS TIME, HARdenste More-how, THH BODYSLUZ.	D/5001 3	3145
(1) Are they authorized dealers? The First & All &	Yes	☐ No
(2) What process was used in selecting a service vendor?	at	
a de la companya della companya della companya de la companya della companya dell		
(3) What are the hourly rates being charged?	no vie	walan
(a) Are discounts given on parts?	☐ Yes	☐ No
(4) Has the command shopped for the most cost effective vendors?	∑ Yes	☐ No
15) But the Arra asset of the change wanders, as work out problems in order to maintain good		☐ No
long-term relationships? NO TO CHANGING CENTY 10 10 0		
(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	—————————————————————————————————————	□ No
. If vehicle availability has been a problem, has Area experimented with weekend maintenance?	Yes	-\-\-\-\-\-\-\-\-\-\-\-\-\-\-\-\-\-\-\
(1) What percentage of the fleet is needed on weekends? 95 % Bares on Encode	1 year Cart	
(2) Are there shortages of vehicles on Mondays?	Yes	- (E) No
(3) If more than one AT, are their hours/days scheduled most effectively?	[A]-Yes	□ No
(a) Is overtime needed for maximum enforcement periods?	Yes	E No
de la companya de la	∰ Yes	☐ No
c. Are provisions adequate to ensure regular washing of vehicles?		
	4/Ex 20	
	4/24.40	

AREA MANAGEMENT EVALUATION

LEET	MA	NΛ	GEI	VIENT
------	----	----	-----	--------------

0110 450	Destroy Previous Editions		c453(606 (r)
	(1) Is FOS provided 30-45 days advance notice?	- Yes	□No
214	YS TRIOR, MOST UNITS ARE PROGRETED AT	TUK.	
c.	How does the Area project run outs? A. Copy of the 57 is SEN 45 TORIOR, MOST UNITS ARE TREOTERS AT	T TO TO	S VS
	PAICS AS NECESSAGY		
	(a) If so, how does it effect mileage averaging? UNITE AND TOTATED	INTO PE	
-venimes:	(3) Does the Area have a "personalized vehicle assignment" program?		, t. c
	(2) Does the AT understand what is required?	Yes	☐ No
	(1) Do field supervisors and officers understand their responsibility in vehicle assignments?		No No
b.	How are adjustments to mileage accomplished? UnitS = 28 72674760 AS	XECOCCHY	Lin J
	(a) If not, can adjustments be made to accomplish this?	☐ Yes	☐ No
	(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular interv		□ No
m* * * *	(1) Are vehicles run out in the same order they are received?	Yes	IJ-No
a,	Does Area have a system to ensure equitable mileage accumulation on all vehicles?	₹ Yes	No
	LEAGE MANAGEMENT		
	(e) Is there a system in place to check vehicles for defects after high speed pursuits? EVALUATED ACTION REQUIRED		
	(d) How long are records kept?	3 y EHR. ₽Yes	<u> </u>
	(c) Is this system effective?		
	(b) Does he/she sign off the report form and indicate what has been done?	Yes	□ No
	(a) Who determines when a vehicle is safe after repair or checking of defects?	₩ Yes	□No
	(1) Who is authorized to declare a vehicle unsafe for patrol?		Complete Styles
	EXT TO THE KEY BONED. FOR DEFICERS TO I	ill ocors	
	How do officers report defective equipment? There IS A DEFECTIVE TALLIFFE	ENT FORM	clip be
	(6) Is there any other program that can be of assistance in washing cars?	Yes	Z No
	and a series of the series of	Yes	X No
	(4) Are vehicles being excessively washed or detailed?	☐ Yes	⊠ No_
	(3) Is there more than one car wash facility available?	Yes	☐ No
	(a) Is excessive officer time used to wash vehicles?	☐ Yes	ØÑo
	(2) Is the Area's vehicle washing procedure practical and economical?	Yes	☐ No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. G-06) Page 4

(2) What has been the condition of vehicles returned to FOS? All UNITS ARE RETURNS IN GOLD CONDITION AND ARE READY TO BE REDEFLOYER	5	> 7-05
IN GOLD CENDITION) AND ARE THENDY TO BE REDEPLOYE	1: 12	SHOP IN A PRINT
(3) Are the right equipment options completed?	Yes	
AUTOMOTIVE WORK AREA/EQUIPMENT	CORRECTED	
a. Is there adequate space and comfort in the AT office?	Yes	□ No
(1) Is the office arranged neatly, and are all bulletins and manuals current?	YesYes	☐ No
(2) Does the AT maintain a service and flat rate manual?	Yes	☐ No
b. Is the space for working on vehicles adequate?	Yes	☐ No
(1) Is it clean and organized?	∑-Yes	□No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?	Yes	☐ No
(1) Is there an inventory?	≥ Yes	□ No
(a) When was it last checked?	₹ Yes	☐ No
(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?	⊠-Yes	☐ No
(a) Are they clean and properly maintained?	∑-Yes	☐ No
(b) Is there security for the tools when the AT is not present?	Yes	☐ No
(c) Who has access to the tools? Segs MAINTENANCE	Yes	☐ No
The state of the service want recognitive to perform all required tasks?	Yes	□ No
d. Does the AT have the equipment necessary to perform an required tasks? (1) If not, has it been budgeted for and/or ordered?	Yes	☐ No
to the state of all an and in good ranging	₩ Yes	☐ No
(1) Have replacements been planned and budgeted for?	Yes	图-No
The state of the s	Yes	No.
7. d. The second of the second	Yes	□ No
de la	Yes	ON-E
EVALUATED ACTION REQUIRED	CORRECTED	
TIRES, PARTS AND SUPPLIES	l 图Yes	☐ No
a. Is the space provided for parts and supplies adequate?	Yes	☐ No
(1) If not, can more space be provided?	2 Yes	□ No
(2) Is the space neatly and logically organized?	- Yes	□ No
(3) Is there adequate security?		
(4) Who has access to the parts/supplies? AT'S Sert'S MAINTINANCE.		
(C)	₹ Yes	☐ No
(5) Are batteries stored in a dry location, off the cement floor?	₽ Yes	[] Nò
b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required? Destroy Previous Editions		c453l606.fr

AREA MANAGEMENT EVALUATION

OHP (453F (Rev. 6-06) OPI 009		
C.	Are reasonable numbers of parts/supplies stocked?	Yes	☐ No
	(1) Are there obsolete parts on hand?	Yes	⊠ No
d.	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	Yes	☐ No
e.	Are adequate records maintained for tires, and are all tires accounted for?	∠Yes	☐ No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	⊠ Yes	□No
	(2) Are proper guidelines in place for record keeping?	Yes	☐ No
	(a) Are records reviewed by management? BY SUPRY OFFICES	Yes	☐ No
	(3) Are tires properly safeguarded from theft or misuse?	[2] Yes	☐ No
	(a) How are tires stored? TIRES ARE ON TIME RACKS, CHAINED &	LOUKED	LINDER
	THE SERV. BAY MEA		<i>IS</i> 1
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	Yes	∑-No
	(5) Does Area provide motorcycle vendors with a stock of tires?	Yes	₩-No
	(6) Does it appear tires are being replaced prematurely?	Yes	₽-No
	(7) Are adequate records maintained for used tires?	À-Yes	☐ No
	(a) Is the disposition of used lires within policy?	☑-Yes	☐ No
f.	How are old tires/batteries disposed of? BATTERIES ARE TRECYCLED THRU CONT	TRULCT	LENDON
a 0	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	Yes-	- □No
	(2) Are either tires or batteries being traded to offset installation costs?	Yes	Ŋ-No
e	(3) Are the provisions of any tire or battery disposal contract being met?	Yes	☐ No
g.	Are Material Safety Data Sheets (MSDS) posted as required?	⊠″Yes	☐ No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	Yes -	☐ No_
h.	Has the quarterly count of parts, tires, accessories and supplies been conducted?	Yes	☐ No
	(1) Who conducted the count? AT'S & SUPPLY OFFICE A		
FU	EL DISPENSING FACILITY EVALUATED ACTION REQUIRED	CORRECTED	3
a.	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	Yes	(2) No
Her-stille	(1) What procedures have been established for purchasing fuel from service stations in emergencies?		77
	NONE		
2007	(a) Is self-service or full-service used?		
HP 453	F (Rev. 6-06) Page 5 Destroy Previous Editions		c4531606.lrp

FC

EPARTMENT OF CALIFORNIA HIGHWAY PATROL				. 1.	
REA MANAGEMENT EVALUATION	N	1		. E.C	
LEET MANAGEMENT	1 50	Luce	X	CA	
HP 453F (Rev. 6-06) OPI 009	Vice	- X	1	V	-

HP 453	F (Rev. 6-06) Page 6 Destroy Previous Editions		¢4531606.lı
	(2) Is it utilized by all personnel?	Yes	□No
-	(1) Is the system adequate?	☐ Yes	☐ No
j. I	How does the Area secure the fuel pumps when they are not in use?		
	(2) At what level is it refilled?		
100000	(1) How often is the fuel supply replenished?		
h.	Is there a contract for fuel?	[] Yes	□No
	(1) When was the pump meter last checked for accuracy?		
g.	Does the physical inventory reasonably balance with the melered inventory each month?	☐ Yes	☐ No
	(2) What is done to reconcile differences of more than 2-3 gallons daily?		
	(1) Are records maintained as required?	Yes	□ No
f.	What method is used to log fuel and oil used in individual vehicles?		1,24.4000000
ş 727	(3)—Is gasoline measured before and after deliveries?	Yes .	. No
	(2) Who has access to the keys to lock the meters and the storage tank?	2	
	(1) Are pump meters and the storage tank properly safeguarded?		
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	Yes	□ No
	(1) Are fluids and tires checked during fueling?	☐ Yes	☐ No
d.	Who fuels the vehicles? OFFICELS		
c.	Is there an adequate amount of supplies available to officers?	Yes	□ No
	(8) Have problems been reported to Facilities Section?	Yes	No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	Yes	☐ No-
	(6) Is the lighting adequate?	Yes	□ No
	(5) Is there a clean oil storage rack?	☐ Yes	☐ No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes	☐ No
	(3) Is the break-away coupler installed?	[] Yes	☐ No
000000000000000000000000000000000000000	(2) Are fuel, water and air hoses in good repair?	☐ Yes	☐ No
	(1) Does it need repair or painting?	Yes	☐ No
b.	Is the fuel island clean and neal?	☐ Yes	□No
	(2) Is there a written policy, and is it complied with?	Yes	□No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) Page 7

HP 453F (Rev. 6-06) OPI 009	EVALUATED	ACTION REQUIRED	CORRECTED	
SAFETY	LYALON LO			
a. Does the Area conduct an inspection of the facility twice ea	ach year to detect safety	hazards?	Yes Yes	□ No
(1) Are the AT's work areas inspected?			X Yes	☐ No
b. Are there possible unsafe conditions within the AT's work a	reas?		Yes	Ø No
(1) Is the shop floor clean and free of any spills?			\(\sqrt{Yes}\)	☐ No.
(2) Are electrical cords or hoses posing a hazard?			Yes	M No
(3) Are fire extinguishers charged, inspected and of the pr	oper type?		Yes	☐ No
(4) Are any batteries leaking or stored improperly?			Yes	☐ No
(5) Are there loose items on the floor?			Yes	₽No
(6) Is the bench grinder firmly affixed, and are there safety	glasses available?			□ No
(a) Are they worn by the AT?			∑Yes	☐ No
(7) Is the battery charger in a safe place?			⊠Ýes	□ No
(8) Are masks available for AT's to wear when servicing by	rakes?		⊠ Yes	□ No
(a) If yes, are they worn?			Yes	⊠″No
(9) Are jack stands properly utilized?			Yes	□ No
c. What is the Area occupational safety record as it relates to	fleet management?	NO INJUE	3150	
(1) Have any injuries been prevented with an improved sa	fety awareness program	?	☐ Yes	D-110
WEHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED	CORRECTED	
a. Are fleet records logically filed?			∑Yes	☐ No
(1) Are they conveniently located and available to the AT a	and supervisor?		Yes	☐ No
(2) Do files contain all required documents?			∑Ýes	□ No
(a) If documents are not in files, where are they locate	ed?			
b. Do the Fleet Focus (FF) documents comply with the instruc	tions in HPM 31.1. Fleet	Operations Manual?	⊠Ýes	□ No
	COLID III IN IN O 1.1, 1 IGGE	abararana managa	Yes	
(1) Are documents legible and complete?	4-1-2-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-	noste de la		
(2) Who reviews the FF reports?	on? "			
(3) How is the information used in Area's fleet administration	OII :		Haw the tale of the	
c. Is the CHP 424 current?			[] Yes	[] No
(1) Does the CHP 424 reveal any unusual repair patterns	or duplicate services?		Yes	Ŋ No
	y Previous Editions			c453/606.

AREA MANAGEMENT EVALUATION

CHP 453F (Rev. 6-06) OPI 009			
(2) Have required services been done at the proper mileage?		Yes	☐ No
d. Is the Area using the most effective and economical method of repairing/maintainin	g the fleet?	⊠ Yes	☐ No
(1) Are hourly rates in line with prevailing rates?		Yes	☐ No
(2) Does the AT refer to manuals for invoice cost information?		⊠´Yes	□No
(3) Is work being done by vendors that should be done by the AT?		Yes	[X] No
(4) Are there any warranty problems?		☐ Yes	⊠ No-
(a) If so, are they being resolved?	*	☐ Yes	□ No
(5) Is the credit card being used in lieu of an invoice?		Yes	⊠ No
(6) Does the commander or his/her designee review and/or approve invoices?		∑Yes	□ No
(a) If so, is there a threshold limit, and how is the approval indicated on the inv	oice? No		
			*
e. Do invoices indicate parts are being supplied by the CHP?		☐ Yes	No.
(1) If parts are on invoices, does the vendor give a discount?		⊠Ýes	□ No
f. Are fleet operations bulletins maintained and accessible to the AT?		∑ari	☐ No
0. CONDITION OF THE FLEET	ACTION REQUIRED	CORRECTED	
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns of	or problems identified?	Yes	[∑]-No
(1) Have any unauthorized modifications been made on vehicles?		Yes	D√w.
1. MOTORCYCLES	ACTION REQUIRED	CORRECTED	
a. Is the Area commander involved and kept informed of motorcycle deployment, need	s, problems, etc.?	Yes	□ No
(1) Are the program objectives clearly understood by the commander and superviso	ors?	─── Yes	☐ No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	PORTE SETIMAN	l∥√-⊠-Yes	□ No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet		🛭 Yes	□No
(1) Are motorcycles being used on beats with predominantly high speed problems?		∠ Yes	[] No
2) Are motorcycles used for special duty officer transportation?		☐ Yes	X No
(3) Are motorcycles parked at the Area office during vacations and extended days of	off?	∠ Yes	□ No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?		Yes	JQ No ⁻
(1) What system is in place to verify understanding and compliance? ALACS	on m/c	BULL	TIN
BOAND	·		
(2) Are Bulletins discussed with riders?		Yes	☐ No
d. What type of active safety program does the Area have? Quartely	TRAENING	0045	100
SULL RIPE-M-LONGE M.I.S. CO	FRANCIALIONS	orte 1	7/- 4 .
HP 453E (Pay 15.05) Page 8 Destroy Previous Editions			c453l606.lrp

AREA MANAGEMENT EVALUATION

	_
FLEET MANAGEMENT	
CHP 453F (Rev. 6-06) OPI 009	

HP 46	3F (Rev	. 6-06) Page 9 Destroy Previous Editions		c453f606.lrp
	(4)	ls a battery charger available?	Yes	□ No
		Are spare tires available? THROUGH 2010 CHOHIF ONEY	Yes	□ No
		Is there ample supply available?	Yes	□ No
	(1)	Do equipment and accessory times comply with departmental regulations?	Yes	No .
h.		the motorcycle program supervisor developed a workable procedure for storing and accounting for roved supplies and equipment replacements? ASM ZAM	Yes	□ No
		(b) Are records of the approval on file?	∑ Yes	□ No
		(a) Has it been inspected and approved?	Yes	□ No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	Yes	□ No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	Yes	M.No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	Yes	□ No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	Yes	ĬZ₃No
	(1)	Is safety compromised?	☐ Yes	Ĭ X No
g.	ls tl	nere adequate space to park and/or store motorcycles?	Yes	□ No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	Yes	□ No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	JAINO
	(6)	Are any repairs being done by riders?	☐ Yes	Ø. No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	M No
***************************************	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	⊠ No
	(3)	Is service available on weekends?	Yes	[X]No
	(2)	Is the repair person proficient?	∑ Yes	☐ No
-	(1)	Are the arrangements satisfactory?	Ď, Yes	☐ No
6	, Are	e emergency radio repairs made at the office or at the radio shop?		
		(b) Are ride-alongs being conducted on a regular basis and properly documented?		□ No
		(a) Are mandatory exercises being conducted?	∑ Yes	☐ No
SCHOOL STREET	(4)	Does the Area conduct quarterly motorcycle training?	X Yes	□ No
		(a) How does it compare with Division and statewide rates?		
	(3)	What is the Area's safety record? TAMEE ALLOWED		
	(2)	ls there a sufficient number of CMTOs?	\(\int\). Yes	☐ No
	(1	Is there a Defensive Rider Program?	Yes	☐ No
			married American	

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(5) Is there security and an accurate inventory kept? THRU ASM	☑.Yes	☐ No
i.	What arrangements have been made for servicing and repairing motorcycles?	15210	AMCANKE
-	E ORCE OF ME. If SMODOCHEY DEALERSHIP IN THE TH	ite m	k
	(1) Is it satisfactory and cost effective?	Yes Yes	□ No -
	(2) Does the maintenance program minimize officer and vehicle down time?	.[2]-Yes	☐ No
	(3) How is repair work verified? THROUGH BILLING ARRICAL	n aluir	
·	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	- No
	(a) Is a supervisor's permission required? ACRIC ARK OVER OVER \$ 1000 000	∑Yes	□ No.
	(b) Is there a SOP covering this aspect of motorcycle operation?	Yes Yes	☐ No
	(5) If not ridden, how are motorcycles transported to vendors for repairs?	Met	Tow
	11 Gampson		
	(6) Does the Area have a motorcycle trailer?	Yes	□ No
	(a) How often is it used?	(SED	
	(b) If one is not available, has Area budgeted for one?	Yes	☐ No
j.	Are vehicle files logically kept and up-to-date?	Yes	□ No
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	No No
1-4-1111	(2) Does the motorcycle supervisor review all motorcycle invoices?	====Yes	□ No
***	(3) Is service up-do-date?	Yes	□ No
k.	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	∫⊋Yes	□ No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	Yes	□ No
	(2) Are the forms filed for the life of the motorcycle?	⊸∰'Yes	□ No
Ī.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	Yes	□No

STATE OF CALIFORNIA NUMBER DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009 INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired. TYPE OF EVALUATION SUSPENSE DATE Informal Evaluation ☐ Formal Evaluation FOLLOW-UP REQUIRED DATE COMMANDER'S REVIEW Correction Report ☐ Yes ☐ No ACTION REQUIRED CORRECTED EVALUATED 1. AREA ADMINISTRATION a. Is there a clear line of supervision and accountability for the Area's fleet management? ☐ Yes □ No (1) Is the Area commander involved and informed? ☐ No ☐ Yes ☐ No (a) Does he/she monitor invoices? ☐ Yes (2) Who is authorized to approve invoices? MGT b. What is the background experience of the Automotive Technician (AT)? 1 No (1) Are sufficient instructions and training provided? CIFERED **∏**(Yes □ No (2) Is he/she a qualified mechanic at journey person level? (3) Does he/she attend training on new model vehicles? WHER ☐ No X Yes PROVIDE (4) Does the AT have good rapport with Area personnel and vendors? Yes ☐ No IXI Yes □ No Does the AT ensure vehicles are available at shift change? Yes **⊠** No Does the AT periodically attend staff meetings? CONCERNS (7) Does the AT have ideas/suggestions for improving the program? BEN. 5 CEESTION 3 **™**Yes ☐ No c. How much maintenance work is being done by the AT? SERVICE 100 70 ROUTING WAMANTIES Y Yes □ No (1) Is he/she qualified to perform maintenance and minor repairs? (a) If these duties are not being performed, why not? d. What other duties or responsibilities are placed on the AT? CORRECTED

a. How many "E" Class vehicles are assigned to the Area?

2. VEHICLE USE

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(1) Is there an upmarked noted vahials assistant to		
(1) Is there an unmarked patrol vehicle assigned for the commander?	X Yes	No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?		
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift	t? 🔀 Yes	☐ No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	☐ Yes	X No
(a) Is there a supply of tools and minor equipment available?	☐ Yes	[X]No
c. What is the justification for any vehicle kept at employees homes after duty hours?		
d. Who does the commander allow to ride in vehicles?		
(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	δίν	——————————————————————————————————————
(a) Is the CHP 428 kept for the appropriate period of time?	X(Yes	No 🗌
SERVICE ARRANGEMENTS EVALUATED ACTION REQUIRED		oM □
. What vendors are being used for servicing or repairing vehicles?	pode Brossade podestrii ili	
FROMMER FORD, ROSEGHRIGH AUTO CAR BRUCE'S TIRES		
FROMMEN FORD, ROSEGHRISH AUTO CAR BRUCE'S TIRES (1) Are they authorized dealers? FORD	☐ Yes	
(1) Are they authorized dealers? [-onl)		□No
(1) Are they authorized dealers? [-one] (2) What process was used in selecting a service yendor?	□ Yes	□No
(1) Are they authorized dealers? TOND (2) What process was used in selecting a service vendor? LOCATION, QUACITY OF U		□ No
(1) Are they authorized dealers? FORD (2) What process was used in selecting a service vendor? LOCATION, QUACITY OF USED - WARRANT	ronk Bruce	70
(1) Are they authorized dealers? FORD (2) What process was used in selecting a service vendor? LOCATION, QUACITY OF LOCATION (3) What are the hourly rates being charged? FF 100 PR [26-95]	PAVCE	70 No
(1) Are they authorized dealers? —OND (2) What process was used in selecting a service vendor? Location, Quality or LOCATION, Quality	ronk Bruce	70
(1) Are they authorized dealers? —OND (2) What process was used in selecting a service vendor? Location, Quacity of Location (Quacity of Location), Quaci	PAVCE	70 No
(1) Are they authorized dealers? —OND (2) What process was used in selecting a service vendor? LocATION, QUACITY OF LOCATION, QUACITY	PAYes XYes	7○ □ No □ No
(1) Are they authorized dealers? ————————————————————————————————————	PAYES Yes Yes	70 No No
(1) Are they authorized dealers? —OND (2) What process was used in selecting a service vendor? Location, Quacity of Location (Quacity of Location), Quaci	YORK RYes Yes Yes Yes	No No Nq
(1) Are they authorized dealers? FORD (2) What process was used in selecting a service vendor? LOCATION, QUACITY OF LOCATION, QUACITY	YORK RYes Yes Yes Yes	No No Nq
(1) Are they authorized dealers? ————————————————————————————————————	YORK PLYES YES YES YES YES YES	No No Nq Mo
(1) Are they authorized dealers? ————————————————————————————————————	YORK PLYES YES YES YES YES YES	No No No No No No No No
(1) Are they authorized dealers? FORD (2) What process was used in selecting a service vendor? Location, Country or use the hourly rates being charged? For the first of the country of the most cost effective vendors? (3) What are the hourly rates being charged? For the most cost effective vendors? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? If vehicle availability has been a problem, has Area experimented with weekend maintenance? (1) What percentage of the fleet is needed on weekends? (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? (a) Is overtime needed for maximum enforcement periods?	York Pres Yes Yes Yes Yes Yes Yes Yes Yes	No
(1) Are they authorized dealers? FORD (2) What process was used in selecting a service vendor? LocATION, QUACITY OF LOCATION, QUACITY	YORK PLYES YES YES YES YES YES YES YES	No No No No No No No No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) Is the Area's vehicle washin	g procedure practical and ec	conomical?		Yes	□ No
(a) Is excessive officer time	used to wash vehicles?			☐ Yes	⊠ No
(3) Is there more than one car v	vash facility available?			∑ Yes	□No
(4) Are vehicles being excessive	ely washed or detailed?			☐ Yes	No
(5) Does the Area have a maint	enance worker or janitor wa	sh cars?		☐ Yeş	⊠ No
(6) Is there any other program to	hat can be of assistance in v	washing cars?		☐ Yes	⊠ No
d. How do officers report defective	equipment?	72.00			
AREA SOP FOR	LM .				
(1) Who is authorized to declare	a vehicle unsafe for patrol?	Anyone			
(a) Who determines when a	ı vehicle is safe after repair (or checking of defects?	AT		
(b) Does he/she sign off the	e report form and indicate wh	nat has been done? NoT	SPECIF.	☐ Yes	□No
(c) Is this system effective?		,		∑ Yes	□ No
(d) How long are records k	ept? BO SHEET 3	-2/3 YEARS	SERVICE THE	ACTER	12EA
(e) Is there a system in place	Const.		or Sof	5 ⊈)Yes	□ No
ILEAGE MANAGEMENT		EVALUATED	ACTION REQUIRED	CORRECTED	
. Does Area have a system to ens	ure equitable mileage accun	nulation on all vehicles?	L	⊠ Yes	□ No
(1) Are vehicles run out in the sa	ame order they are received	?		⊠ Yes	□No
(2) Is there an appropriate sprea	nd of odometer readings so t	that vehicles are run out at r	egular intervals?	Yes	☐ No
(a) If not, can adjustments b	e made to accomplish this?			☐ Yes	□No
. How are adjustments to mileage	accomplished? RoTA-1	te Assigned Ca	AS, ROTATE	CAR	TO
A POOL CAR (1) Do field supervisors and office	ers understand their respon	nsibility in vehicle assignmen	ts?	∑ Yes	∏ No
(2) Does the AT understand wha	at is required?		***************************************	∑ Yes	□No
(3) Does the Area have a "perso	nalized vehicle assignment"	' program?		X Yes	☐ No
(a) If so, how does it effect r	nileage averaging? 76	QUITES ROTATION	of Lowe	r MLE	AG.
UEHICLES		4-1100 100, 17,100			<u></u>
	DAPER	90K -			
How does the Area project run ou	its? Proj @	70n -			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(What has been the condition of vehicles returned to FOS?	FAIR OPERA:	71116_		
; i(e-10)		2). Are the right on immertentions completed?	7			——————————————————————————————————————
_	(-	3) Are the right equipment options completed?	Tevaluated	[ACTION REQUIRED	☐ Yes	∐ No
5.	AUT	OMOTIVE WORK AREA/EQUIPMENT	Linearies	/ CHARLES		
****	a. Is	there adequate space and comfort in the AT office?			☐ Yes	XX No
	() Is the office arranged neatly, and are all bulletins and many	uals current?	V	√Yes	□ No
	(2	Does the AT maintain a service and marrate manual?	05 8 AYS 13U1	ROUIDED	☐Yes	DN0
	o. Is	the space for working on vehicles adequate?			🔀 Yes	□ No
	(*) Is it clean and organized?			Yes	□No
(c. D	oes the AT have the supply of tools listed in HPM 31.1, Fleet	Operations Manual, Chap	ter 6?	☐ Yes	□No
	(1) Is there an inventory?			X)Yes	□No
		(a) When was it last checked?			Yes	□No
	(2	Are the tools located where they can be easily accessed by	the AT when working or	vehicles?	Yes	□No
		(a) Are they clean and properly maintained?		WHILE THE PARTY OF	X Yes	□No
*******		(b) Is there security for the tools when the AT is not present	nt?		⊠ Yes	□No
	****	(c) Who has access to the tools?		W. (1424 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1	⊠ Yes	□No
C	. D	pes the AT have the equipment necessary to perform all requi	red tasks?		Yes	□No
	(1	If not, has it been budgeted for and/or ordered?		NIA	☐ Yes	□No
e	. Is	the equipment neat, clean and in good repair?			⊠ Yes	□No
	(1	Have replacements been planned and budgeted for?		NIA	Yes	□No
f.	Ar	there additional tools or items of equipment needed?			[] Yes	⊠ No
	(1	Could the AT be more effective if they were available?			☐ Yes	⊠ No
	(2	Can they and/or have they been requisitioned or requested	?		☐ Yes	⊠ No
3. T	IRES	, PARTS AND SUPPLIES	EVALUATED	ACTION REQUIRED	CORRECTED	
а	. Is	the space provided for parts and supplies adequate?			☐ Yes	⊠ No
-200816	(1)	If not, can more space be provided?	****		☐ Yes	₩ 10
	(2)	Is the space neatly and logically organized?			[汉] Yes	□No
	(3)	Is there adequate security?			⊠ Yes	□ No
	(4)	Who has access to the parts/supplies? AT , 5 OPE	lusons			
	(E)	Are battering alored in a day baction of the annual 2 - 2	********************************	atina kiepinen (dia manda manda di kananan ng kemunan ng kemunan ng kemunan ng kemunan ng kemunan ng kemunan n	4564	
1151-1-		Are batteries stored in a dry location, off the cement floor?			¥¥es	[] No
b.	Αг	e automotive parts and supplies inventoried and maintained in	n Hieet Hodus (FH) as req	uired?	/:Yes	□No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

SAME PRUEE.

CHP 453F (Rev. 6-06) OPI 009			
c. Are reasonable numbers of parts/supplies stocked?		∭Yes	□No
(1) Are there obsolete parts on hand?		☐ Yes	Typo
d. Does Area stock parts/supplies purchased by the Department,	and provide them to the vendor for installation?	Yes	□No
e. Are adequate records maintained for tires, and are all tires acc	counted for?	Yes	□No
(1) Are tire requests properly documented and ordered throug Business Services Section?	gh the Purchasing Services Unit of	Yes	□No
(2) Are proper guidelines in place for record keeping?		XÎYes	□No
(a) Are records reviewed by management?		☐ Yes	□No
(3) Are tires properly safeguarded from theft or misuse?		⊠ (Yes	□ No
(a) How are tires stored? RACUS / LOC	(
(4) Is access to the tires restricted to the AT and his/her assis	tant or backup?	Yes	□No
(5) Does Area provide motorcycle vendors with a stock of tires	s?	☐ Yes	⊠No
(6) Does it appear tires are being replaced prematurely?		Yes	⊠No
(7) Are adequate records maintained for used tires?		∑ rYes	□ No
(a) Is the disposition of used tires within policy?		Yes	□No
How are old tires batteries disposed of? TIRES - Soch	TO RESHER		
NOT RICHT NOW			
(1) Is the Sale of Discarded Tires Junk Batteries/Used Rotors	(CHP 265) sent to prospective bidders?	Yes	□ No
(2) Are either tires or batteries being traded to offset installation	on costs?	Yes	⊠No
(3) Are the provisions of any tire or battery disposal contract b	eing mel? NO CONTRACT	Yes	□ No
. Are Material Safety Data Sheets (MSDS) posted as required?	N	XX)Yes	□ No
(1) Are all containers (other that the original) containing hazard	dous materials properly marked?	∑Ø] Yes	□No
. Has the quarterly count of parts, tires, accessories and supplies	s been conducted?	Yes Yes	□No
(1) Who conducted the count?			
50170			
UEL DISPENSING FACILITY	EVALUATED ACTION REQUIRED	CORRECTE)
Normally, is all fuel used by departmental personnel dispensed command location?		Yes	EANO
(1) What procedures have been established for purchasing fue		7	
(a) Is self-service or full-service used?			
Section 19 The Part of the Section 19 The Section 1	revious Editions		::::::::::::::::::::::::::::::::::::::

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(11) 4331 (104: 0-00) OI 1 003			
(2) Is there a written policy, and is it complied with?		☐Yes	□No
b. Is the fuel island clean and neat?	AN	☐ Yes	□No
(1) Does it need repair or painting?	1	☐ Yes	□ No
(2) Are fuel, water and air hoses in good repair?	1	☐ Yes	□No
(3) Is the break-away coupler installed?	1	☐Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from	the pumps?	☐ Yes	□No
(5) Is there a clean oil storage rack?		☐ Yes	□ No
(6) Is the lighting adequate?		☐ Yes	□ No
(7) Is there at least one fire extinguisher of the proper type	e available, and is it fully charged?	⊠ Yes	□No
(8) Have problems been reported to Facilities Section?		Yes	□No
c. Is there an adequate amount of supplies available to office	rs?	☐ Yes	□No
d. Who fuels the vehicles?			
(1) Are fluids and tires checked during fueling?		☐ Yes	□No
e. Is the gasoline storage tank tested for possible leaks and a months as required?	are gasoline meters calibrated every 12 to 18	☐ Yes	□No
(1) Are pump meters and the storage tank properly safegu	uarded?	☐ Yes	□No
(2) Who has access to the keys to lock the meters and the	e storage tank?		
	l		
(3) Is gasoline measured before and after deliveries?	ı	☐ Yes	□ No
f. What method is used to log fuel and oil used in individual ve	ehicles? CHP 33		
(1) Are records maintained as required? 33 (n	VEH FILE	☐ Yes	□ No
(2) What is done to reconcile differences of more than 2-3	gallons daily? NA		
g. Does the physical inventory reasonably balance with the m	netered inventory each month? KA	☐ Yes	□No
(1) When was the pump meter last checked for accuracy?	1		
h. Is there a contract for fuel?	N(A	☐ Yes	□No
(1) How often is the fuel supply replenished?			
(2) At what level is it refilled?	£		
. How does the Area secure the fuel pumps when they are no	ot in use? N(A		
(1) Is the system adequate?		Yes	□No
(2) Is it utilized by all personnel?	The state of the s	☐ Yes	□No
			And a file and a military

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

8. SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED	
Does the Area conduct an inspection of the facility twice e	ach year to detect safety haz	ards? OCC 5 AFF	TKI Yes	□No
(1) Are the AT's work areas inspected?			X Yes	□No
b. Are there possible unsafe conditions within the AT's work	areas?		☐ Yes	20No
(1) Is the shop floor clean and free of any spills?		***************************************	Ç¥Yes	_ No
(2) Are electrical cords or hoses posing a hazard?			☐Yes	Mo
(3) Are fire extinguishers charged, inspected and of the p	roper type?		⊠ .Yes	□No
(4) Are any batteries leaking or stored improperly?		— 30-300-00-00-00-00-00-00-00-00-00-00-00-	Yes	Ø\$v₀
(5) Are there loose items on the floor?			X Yes	□No
(6) Is the bench grinder firmly affixed, and are there safet	y glasses available?		X Yes	□No
(a) Are they worn by the AT?		1 - 1 11 1 - 0 - 7 1 - 0 - 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Yes	□No
(7) is the battery charger in a safe place?			⊠ .Yes	□No
(8) Are masks available for AT's to wear when servicing t	orakes?		⊠ Yes	□No
(a) If yes, are they worn?			XVes	□No
(9) Are jack stands properly utilized?			⊠*Yes	□No
c. What is the Area occupational safety record as it relates to	ofleet management?			
(1) Have any injuries been prevented with an improved s		ACTION REQUIRED	☐ Yes correcter	[X No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED	Jacob Micronicia	Oprilia 121	
a. Are fleet records logically filed?			Yes	□No
(1) Are they conveniently located and available to the AT	and supervisor?		Yes	□No
(2) Do files contain all required documents?	ch on THAT		Yes	□No
(a) If documents are not in files, where are they local	ted?			o
b. Do the Fleet Focus (FF) documents comply with the instru	ections in HPM 31.1, Fleet Op	perations Manual?	Pres	☐ No
(1) Are documents legible and complete?		***************************************	XYes	□No
(2) Who reviews the FF reports? NoT	<u></u>			
(3) How is the information used in Area's fleet administra	tion?			NO.000.000.000.0000.000
RUNDET SQUICES	,			
c. Is the CHP 424 current? SERVICE SHECT	MC UNANOU	Ug	Yes	□No
(1) Does the CHP 424 reveal any unusual repair patterns	s or duplicate services?		Yes	□No
9 8 Wy 1. 11 1. 12 1.	The second secon	2013 M. and	e anni di la sera como e e estreta estreta e e e e e e e e e e e e e e e e e e	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	453F (Rev. 6-00) OF1 009				
	(2) Have required services been done at the proper mileage	?	Part of the second seco	ØYes	☐ No
d.	Is the Area using the most effective and economical method	of repairing/maintaining	the fleet?	¥DYes	□ No
	(1) Are hourly rates in line with prevailing rates?		W-11	Yes	□ No
, <u></u>	(2) Does the AT refer to manuals for invoice cost information	1? No UPTO-1	DATE MAN	Yes	□ No
	(3) Is work being done by vendors that should be done by th		The state of the s	☐ Yes	Σ⁄Nο
(4) Are there any warranty problems?				Yes	\$ ONO
	(a) If so, are they being resolved?	N	A),	☐ Yes	□No
	(5) Is the credit card being used in lieu of an invoice?				
	(6) Does the commander or his/her designed review and/or a	approve invoices?	14010 1	₩ Yes	KNO
- Inter-	(a) If so, is there a threshold limit, and how is the approv	al indicated on the inv	pice?		×
5					
е.	Do invoices indicate parts are being supplied by the CHP?) Yes	□No
	(1) If parts are on invoices, does the vendor give a discount?	?		⊠Yes	□ No
f.	f. Are fleet operations bulletins maintained and accessible to the AT?				□ No
	CONDITION OF THE FLEET	EVALUATED	ACTION REQUIRED	CORRECTED	<u> </u>
a.	Using a CHP 33E, Vehicle Inspection Checklist, as a guide, a	are there any patterns o	or problems identified?	Yes	⊠ No
	(1) Have any unauthorized modifications been made on vehi			☐ Yes	[XNo
1 1	MOTORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED)
	Is the Area commander involved and kept informed of motorc	cycle deployment, need	is, problems, etc.?	¥Yes	No
a. 	(1) Are the program objectives clearly understood by the com			[X] Yes	□ No
	(2) Does the Area have an up-to-date SOP relating to motor			Yes	Myo
h	b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?				□ No
	(1) Are motorcycles being used on beats with predominantly high speed problems?				□No
	(2) Are motorcycles used for special duty officer transportation			Yes ☐ Yes	X No
CAN P	(3) Are motorcycles parked at the Area office during vacation	***************************************	off?	⊠ Yes	€ No
i	c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?			∑√Yes	☐ No
	(1) What system is in place to verify understanding and com		NAME OF THE PROPERTY OF THE PR		
				·• · · · · · · · · · · · · · · · · · ·	
	(2) Are Bulletins discussed with riders?	WARRANT TO THE STATE OF THE STA		[X]Yes	☐ No
	(2) Are Bulleting discussed with fiders (Τ	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

. —.		RANAGEMENT (Rev. 6-06) OPI 009		
//=a\\\	(1)	Is there a Defensive Rider Program?	Yes	□No
	(2)	Is there a sufficient number of CMTOs?	XX),Yes	□No
	(3)	What is the Area's safety record?		
				w
		(a) How does it compare with Division and statewide rates?		
		UNU		
-551001-52-	(4)	Does the Area conduct quarterly motorcycle training?	⊠ Yes	□No
		(a) Are mandatory exercises being conducted?	X Yes	☐ No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	Yes	□No
е.	Are	emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	Yes	□ No
	(2)	Is the repair person proficient?	Yes	□No
*****	(3)	Is service available on weekends?	☐ Yes	59 No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	Yes Yes	No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	⊠ No
	(6)	Are any repairs being done by riders?	☐ Yes	[∑{No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	[⊠ No
	1400000	(a) If so, are radios being returned to the original units or reported to Telecommunications Section? NA	☐ Yes	□No
g.	ls ti	nere adequate space to park and/or store motorcycles?	Yes	(X), No
		Is safety compromised?	☐ Yes	[XNo
		Are units parked near an entrance causing foot traffic to be inhibited?	Yes	[X]No
		Are preventative measures in place to avoid problems caused by oil drippings?	∑ Yes	□ No
	******	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	X No
		When garaged at home, is the motorcycle in a covered, secured area?	Yes	☐ No
	*********	(a) Has it been inspected and approved?	∏ Yes	☐ No
-		(b) Are records of the approval on file?	⊠ .Yes	□ No
h.	Has	the motorcycle program supervisor developed a workable procedure for storing and accounting for roved supplies and equipment replacements?	Yes	□No
		Do equipment and accessory times comply with departmental regulations?	≫⊗es	□No
	v-		Yes	□ No
		Is there ample supply available?	Yes	 ⊠ No
		Are spare tires available? Is a battery charger available?	Yes	□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

		(Rev. 6-06) OPI 009		
	~	Is there security and an accurate inventory kept?	☐ Yes	□No
	Wh	at arrangements have been made for servicing and repairing motorcycles?	BMW	
	(1)	Is it satisfactory and cost effective?	Yes	□ No
********	(2)	Does the maintenance program minimize officer and vehicle down time?	(V) es	□No
	(3)	How is repair work verified? BY DEALER TECH WRISTER		
	-	UKWA		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	∮ Yes	□ No
		(a) Is a supervisor's permission required?	Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	×Λνο
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		

	(6)	Does the Area have a motorcycle trailer?	∑ (Yes	□No
		(a) How often is it used? 2 × YE	M	
i.		(b) If one is not available, has Area budgeted for one?	Yes	□ No
,	Аге	(b) If one is not available, has Area budgeted for one? vehicle files logically kept and up-to-date?		□ No
		(b) If one is not available, has Area budgeted for one?	Yes	
		(b) If one is not available, has Area budgeted for one? vehicle files logically kept and up-to-date?	Yes Yes	□No
	(1)	(b) If one is not available, has Area budgeted for one? vehicle files logically kept and up-to-date? Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes ☐ Yes ☐ Yes	□ No
	(1) (2) (3)	(b) If one is not available, has Area budgeted for one? vehicle files logically kept and up-to-date? Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges? Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☑ Yes	□ No □ No □ No
	(1) (2) (3) Are Mo	(b) If one is not available, has Area budgeted for one? vehicle files logically kept and up-to-date? Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges? Does the motorcycle supervisor review all motorcycle invoices? Is service up-do-date? BASIN MICRICAL daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184,	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	No No No No
	(1) (2) (3) Are Mo (1)	(b) If one is not available, has Area budgeted for one? vehicle files logically kept and up-to-date? Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges? Does the motorcycle supervisor review all motorcycle invoices? Is service up-do-date? daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, nthly Motorcycle inspection List, completed as required?	☐ Yes	□ No □ No □ No □ No □ No □ No

10/08/2009 15:29 4084675407

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: San Jose	Division: Golden Gate	Chapter:	
Inspected by: Lt. S. Boyce	Date: 4/12/2009		

Page 1 of 4

Page 1 of 4						
number of the inspection in the Chapter	Inspection	Check appropriate boxes as necessary, or f n number. Under "Forward to:" enter the ne nt shall be utilized to document innovative pi ction plans. A CHP 51 Memorandum may be				
TYPE OF INSPECTION Division Level Command L Executive Office Level	.evel	Total hours expended on the inspection: Three	☐ Corrective Action Plan Included ☐ Attachments Included			
Follow-up Required: Forward: Due I						
Chapter Inspection Inspector's Comments Regarding Innovative Practices:						
The area auto technicians clearly have an above average understanding of their jobs and take great pride in quickly performing required maintenance to ensure the rapid return of vehicles to the fleet. Service obtained from private vendors is verified and scrutinized to ensure competitive pricing and quality of service. Inventories of tires and tools are being conducted as required by policy. The service bay and auto technician office are maintained in an orderly and clean manner.						
Command Suggestions for Statewide Improvement:						
Inspector's Findings:						
This inspection uncovered one discrepancy regarding review of Fleet Focus by a member of the Area management.						
Commander's Response: Concur or Do Not Concur (Do Not Concur shall document basis for response)						
Commander's Response: No Concur of Do Not Concur (but Not Concur et al. 1997)						

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT
CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
San Jose	Golden Gate	340
EVALUATED BY		DATE
Lt. S. Boyce		04/12/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

Formal E		Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REC		Correction Report	COMMANDER'S REVIE		05/08/20	
. AREA AI	DMINISTRATION		Yes	NO REQUIRED	N/A	<i>,</i>
a. Is the	re a clear line of s	supervision and accountability for the	Area's fleet managem	nent?	✓ Yes	□ No
(1) Is	s the Area comma	ander involved and informed?			✓ Yes	□ No
	a) Does he/she r	monitor invoices?		41	☐ Yes	☑ No
		to approve invoices? Lead AT, M	anagement		•	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
b. What	is the background	d experience of the Automotive Tech	nician (AT)? Tire sho	pps, routine maintenance in	n public marke	
	The second second		and the second of the second s		150	
(1) A	re sufficient instru	uctions and training provided?		· · · · · · · · · · · · · · · · · · ·	☐ Yes	☑ No
		d mechanic at journey person level?				□ No
(3) D	oes he/she atten	d training on new model vehicles?		<u> </u>	✓ Yes	□ No
(4) D	oes the AT have	good rapport with Area personnel ar	nd vendors?		✓ Yes	□No
(5) D	oes the AT ensur	re vehicles are available at shift char	nge?		☑ Yes	□ No
(6) D	oes the AT period	dically attend staff meetings?			☐ Yes	☑ No
(7) D	oes the AT have	ideas/suggestions for improving the	program?		✓ Yes	□No
c. How n	nuch maintenance	e work is being done by the AT? Ro	utine Service, minor r	epairs outside of warrantie	s, tire changing	<u>1</u> .
-x-,-						
(1) ls	he/she qualified	to perform maintenance and minor r	epairs?		✓ Yes	□No
(a	i) If these duties	are not being performed, why not?			*******	
d. What	other duties or re	sponsibilities are placed on the AT?	Modem installations	i, MDC troubleshooting, R	ADAR install:	ation.
2. VEHICLE	USE		EVALUATED Yes	ACTION REQUIRED	CORPECTED N/A	3
		chicles are assigned to the Area? 30		·		

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHF	403	3F (Rev. 6-06) OPI 009				
	(1	Is there an unmarked patrol vehicle assigned	for the commander?		[∕] Yes	□ No
	(2	2) If the number of vehicles assigned is in exces	s of the formula, what justifica	ation has been made? N/A		ar — Savariania
E). A	Are there procedures in place to ensure there are	sufficient vehicles available a	it the beginning of each shift?	✓ Yes	□No
	(1	Are officers allowed to perform minor correction	ons in order to keep the vehic	les on the road?	☐ Yes	☑ No
-		(a) Is there a supply of tools and minor equip	oment available?	1988 11 10 10 10 10 10 10 10 10 10 10 10 10	☐ Yes	☑ No
C	. W	What is the justification for any vehicle kept at emp	oloyees homes after duty hou	rs? M/C and commander or	ıly.	
c	. W	Who does the commander allow to ride in vehicles	? Applicants, media, allied	agencies		
	(1)	1) Do supervisors use the CHP 428, Release an	d Waiver of Liability?		☑ Yes	□ No
,		(a) Is the CHP 428 kept for the appropriate p			✓ Yes	□ No
. 5	ERV	VICE ARRANGEMENTS	EVALUATED Yes	ACTION REQUIRED NO	CORRECTED N/A	
8	re	cpairs). Bruce's Tire (alignments) i) Are they authorized dealers?	iring vehicles? Frontier For		☑ Yes	□No
	(1)	Are they authorized dealers? What process was used in selecting a service	vendor? Location, quality		[∕] Yes	No
	(1)	Are they authorized dealers? What process was used in selecting a service What process was used in selecting a service What are the hourly rates being charged? For	vendor? Location, quality			
	(1) (2)	Are they authorized dealers? What process was used in selecting a service What are the hourly rates being charged? For (a) Are discounts given on parts?	vendor? Location, quality rd-\$100, Rose Garden - \$95,		☑ Yes	□ No
	(1) (2) (3)	Are they authorized dealers? What process was used in selecting a service What process was used in selecting a service What are the hourly rates being charged? For	vendor? Location, quality rd-\$100, Rose Garden - \$95, effective vendors?	Bruce's - \$75		
	(1) (2) (3) (4)	Are they authorized dealers? What process was used in selecting a service What are the hourly rates being charged? For (a) Are discounts given on parts? Has the command shopped for the most cost of the cost	vendor? Location, quality rd-\$100, Rose Garden - \$95, effective vendors? work out problems in order to	Bruce's - \$75	☑ Yes ☑ Yes	
	(1) (2) (3) (4) (5)	Are they authorized dealers? What process was used in selecting a service What are the hourly rates being charged? For (a) Are discounts given on parts? Has the command shopped for the most cost of the dealers of the process of the dealers.	vendor? Location, quality rd-\$100, Rose Garden - \$95, effective vendors? work out problems in order to aterials Management Manual	Bruce's - \$75 maintain good , when making purchases?	☑ Yes ☑ Yes ☐ Yes	No No No No
	(3) (4) (5)	Are they authorized dealers? What process was used in selecting a service What are the hourly rates being charged? For (a) Are discounts given on parts? Has the command shopped for the most cost of the dealers of the process of the Area constantly change vendors, or long-term relationships? Does the AT adhere to policy in HPM 11.2, Marketing and the process of the AT adhere to policy in HPM 11.2, Marketing as the process of the AT adhere to policy in HPM 11.2, Marketing as the process of the AT adhere to policy in HPM 11.2, Marketing as the process was used in selecting a service and the process was used in selecting and the process was used	vendor? Location, quality rd-\$100, Rose Garden - \$95, effective vendors? work out problems in order to aterials Management Manual a experimented with weekend	Bruce's - \$75 maintain good , when making purchases?	☑ Yes ☑ Yes ☐ Yes ☑ Yes	No
	(3) (4) (5) (6)	Are they authorized dealers? What process was used in selecting a service What are the hourly rates being charged? For (a) Are discounts given on parts? Has the command shopped for the most cost of the dealers of the process of	vendor? Location, quality rd-\$100, Rose Garden - \$95, effective vendors? work out problems in order to aterials Management Manual a experimented with weekend	Bruce's - \$75 maintain good , when making purchases?	☑ Yes ☑ Yes ☐ Yes ☑ Yes	No
	(4) (5) (6) (1)	Are they authorized dealers? What process was used in selecting a service What are the hourly rates being charged? For (a) Are discounts given on parts? Has the command shopped for the most cost of the constantly change vendors, or long-term relationships? Does the AT adhere to policy in HPM 11.2, Marketicle availability has been a problem, has Area What percentage of the fleet is needed on week	vendor? Location, quality rd-\$100, Rose Garden - \$95, effective vendors? work out problems in order to aterials Management Manual a experimented with weekenders.	Bruce's - \$75 maintain good , when making purchases?	☑ Yes ☑ Yes ☐ Yes ☑ Yes	No No No No No
	(4) (5) (6) (1)	Are they authorized dealers? What process was used in selecting a service What are the hourly rates being charged? For (a) Are discounts given on parts? Has the command shopped for the most cost of the Area constantly change vendors, or long-term relationships? Does the AT adhere to policy in HPM 11.2, May vehicle availability has been a problem, has Area of the What percentage of the fleet is needed on week. Are there shortages of vehicles on Mondays?	vendor? Location, quality rd-\$100, Rose Garden - \$95, effective vendors? work out problems in order to aterials Management Manual a experimented with weekend ekends? 50	Bruce's - \$75 maintain good , when making purchases?	☑ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☐ Yes	No No No No No No
b	(4) (5) (6) (1) (2)	Are they authorized dealers? What process was used in selecting a service What are the hourly rates being charged? For (a) Are discounts given on parts? Has the command shopped for the most cost of the Area constantly change vendors, or long-term relationships? Does the AT adhere to policy in HPM 11.2, May vehicle availability has been a problem, has Area of the What percentage of the fleet is needed on well. Are there shortages of vehicles on Mondays? If more than one AT, are their hours/days scheet.	vendor? Location, quality rd-\$100, Rose Garden - \$95, effective vendors? work out problems in order to aterials Management Manual a experimented with weekend ekends? 50 eduled most effectively? ment periods?	Bruce's - \$75 maintain good , when making purchases?	<pre> ② Yes ② Yes ② Yes ② Yes ① Yes ② Yes ② Yes ② Yes</pre>	No No No No No No No No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(3) (4) (5)	(a) Is t Are	Is excess here more	sive officer than one c	ime used to w	e practical and econo ash vehicles?	omical?	••••		☑ Yes ☐ Yes	□ No ☑ No
(3) (4) (5) (6)	Is t	here more	than one c		ash vehicles?		000000000000000000000000000000000000000		☐ Yes	✓ No
4) 5) 6)	Are Do	vehicles								
5) 6)	Do		********	ar wash facility	available?				✓ Yes	□No
6)			eing exces	sively washed	or detailed?		W		☐ Yes	☑ No
	le f	es the Are	a have a m	aintenance wo	rker or janitor wash o	cars?			☐ Yes	☑No
How	13 1	here any c	ther progra	m that can be	of assistance in was	hing cars?		Validation and a sale of the s	☐ Yes	☑ No
	do	officers re	port defect	ve equipment	Area "BO" sheet					
1)	Wh	o is autho	ized to dec	lare a vehicle	unsafe for patrol?	Any member of com	nmund	1.		
	 (a)	Who dete	ermines who	en a vehicle is	safe after repair or c	hecking of defects?	ΑТ			
	(b)	Does he	she sign of	the report for	n and indicate what	has been done?	-21/68/1012		✓ Yes	□No
7	(c)	Is this sy	slem effecti	ve?	55555 155574100				√ Yes	□No
	(d)	How Ion	are record	is kept? BO s	heets - 2 years, notes	in vehicle file - 3 y	ears a	ifter runout		
	(e)	Is there a	system in	place to check	vehicles for defects	after high speed pur			✓ Yes	□No
EAC	E	VANAGEI	//ENT	·		evaluated Yes	i	ACTION REQUIRED NO	CORRECTED N/A	e ou notificação
Doe	s Aı	rea have a	system to	ensure equitat	ele mileage accumula	ation on all vehicles?	?		☑ Yes	□No
1)	Are	vehicles r	un out in th	e same order	they are received?			= 30	✓ Yes	□No
2)	ls ti	nere an ap	propriate s	oread of odom	eter readings so that	vehicles are run ou	t at re	gular intervals?	✓ Yes	□No
	(a)	If not, ca	n adjustmer	nts be made to	accomplish this?		N. C. C. C.		☐ Yes	□No
dow	are	e adjustme	nts to milea	ige accomplisi	ned? Mileage is tra	cked and under mile	e vehi	cles are reassigned a	s "pool" cars	
1)	Do	field super	visors and	officers under	stand their responsib	ility in vehicle assigr	nment	s?	☑ Yes	□ No
2)	Doe	es the AT	ınderstand	what is require	ed?			MINISTER OF THE PARTY OF THE PA	✓ Yes	□ No
3)	Doe	es the Area	have a "pe	ersonalized ve	hicle assignment" pr	ogram?			✓ Yes	□No
	(a)	If so, hov	does it eff	ect mileage av	eraging? Low mile	cage vehicles are rol	tated t	to "poul" cars.		
	******	and the last state of the said of	ed himselfon a contebly in a con-			V 00 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1				
łow	do	es the Are	a project ru	n outs? In w	riting to FOS at 90K	miles. Milage mor	nitore	d on Fleet Focus.		
1)	ls F	OS provid	ed 30-45 d	ays advance r	otice?	10/00/10/00/00/00/00/00/00/00/00/00/00/0			☑ Yes	□ No
	Does: 1) 2) 10 11) 12) 13) (4)	(a) (b) (c) (d) (e) EAGE I Does Ai 1) Are 2) Is th (a) How are 3) Does (a)	(a) Who dete (b) Does he/ (c) Is this sys (d) How long (e) Is there a EAGE MANAGEM Does Area have a 1) Are vehicles r 2) Is there an ap (a) If not, car How are adjustme 1) Do field super 2) Does the AT u 3) Does the Area (a) If so, how	(a) Who determines who (b) Does he/she sign off (c) Is this system effecti (d) How long are record (e) Is there a system in EAGE MANAGEMENT Does Area have a system to off (1) Are vehicles run out in the (2) Is there an appropriate sp (a) If not, can adjustment How are adjustments to miles (a) If not previsors and (b) Does the AT understand (c) Does the Area have a "period of the Area have a "period of the Area have a "period of the Area project run (d) If so, how does it effective.	(a) Who determines when a vehicle is (b) Does he/she sign off the report form (c) Is this system effective? (d) How long are records kept? B() si (e) Is there a system in place to check EAGE MANAGEMENT Does Area have a system to ensure equitable 1) Are vehicles run out in the same order form (a) If not, can adjustments be made to be down are adjustments to mileage accomplish (b) Does the AT understand what is required (a) If so, how does it effect mileage averaged for the Area have a "personalized vehicle and the Area project run outs? In we have does the Area project run outs? In we have does the Area project run outs? In we have does the Area project run outs? In we have does the Area project run outs? In we have does the Area project run outs? In we have does the Area project run outs? In we have does the Area project run outs? In we have does the Area project run outs? In we have does the Area project run outs? In we have does the Area project run outs? In we have does the Area project run outs? In we have does the Area project run outs? In we have does the Area project run outs? In we have does the Area project run outs? In we have does the Area project run outs?	(a) Who determines when a vehicle is safe after repair or or (b) Does he/she sign off the report form and indicate what (c) Is this system effective? (d) How long are records kept? B() sheets - 2 years, notes (e) Is there a system in place to check vehicles for defects EAGE MANAGEMENT Does Area have a system to ensure equitable mileage accumulated. Are vehicles run out in the same order they are received? 2) Is there an appropriate spread of odometer readings so that (a) If not, can adjustments be made to accomplish this? How are adjustments to mileage accomplished? Mileage is trained. Does the AT understand what is required? 3) Does the Area have a "personalized vehicle assignment" processing the statement of the personalized vehicle assignment of the personalized vehicle assignment.	(a) Who determines when a vehicle is safe after repair or checking of defects? (b) Does he/she sign off the report form and indicate what has been done? (c) Is this system effective? (d) How long are records kept? (a) sheets - 2 years, notes in vehicle file - 3 y (e) Is there a system in place to check vehicles for defects after high speed pu EVALUATED Poes Area have a system to ensure equitable mileage accumulation on all vehicles? (a) If not, can adjustments be made to accomplish this? How are adjustments to mileage accomplished? Mileage is tracked and under mile 1) Do field supervisors and officers understand their responsibility in vehicle assign 2) Does the AT understand what is required? 3) Does the Area have a "personalized vehicle assignment" program? (a) If so, how does it effect mileage averaging? Low mileage vehicles are rollow does the Area project run outs? In writing to FOS at 90K miles. Milage more	(a) Who determines when a vehicle is safe after repair or checking of defects? AT (b) Does he/she sign off the report form and indicate what has been done? (c) Is this system effective? (d) How long are records kept? BO sheets - 2 years, notes in vehicle file - 3 years at the last the last the last the last they are received and under mile same order they are received? (a) If not, can adjustments be made to accomplish this? How are adjustments to mileage accomplished? Mileage is tracked and under mile vehicle supervisors and officers understand their responsibility in vehicle assignment. (a) Does the AT understand what is required? (a) If so, how does it effect mileage averaging? Low mileage vehicles are rotated. How does the Area project run outs? In writing to FOS at 90K miles. Milage monitore.	(a) Who determines when a vehicle is safe after repair or checking of defects? AT (b) Does he/she sign off the report form and indicate what has been done? (c) Is this system effective? (d) How long are records kept? BO sheets - 2 years, notes in vehicle file - 3 years after runout (e) Is there a system in place to check vehicles for defects after high speed pursuits? EAGE MANAGEMENT Coes Area have a system to ensure equitable mileage accumulation on all vehicles? 1) Are vehicles run out in the same order they are received? 2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? (a) If not, can adjustments be made to accomplish this? How are adjustments to mileage accomplished? Mileage is tracked and under mile vehicles are reassigned a possibility in vehicle assignments? Does the AT understand what is required? 3) Does the Area have a "personalized vehicle assignment" program? (a) If so, how does it effect mileage averaging? Low mileage vehicles are rotated to "pool" cars.	(a) Who determines when a vehicle is safe after repair or checking of defects? AT (b) Does he/she sign off the report form and indicate what has been done? (c) Is this system effective? (d) How long are records kept? (3) sheets - 2 years, notes in vehicle file - 3 years after runout (e) Is there a system in place to check vehicles for defects after high speed pursuits? (e) Is there a system in place to check vehicles for defects after high speed pursuits? (f) No (g) Is there as system to ensure equitable mileage accumulation on all vehicles? (g) Yes (g) No (g) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? (g) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? (g) If not, can adjustments be made to accomplish this? (g) If not, can adjustments to mileage accomplished? (g) Mileage is tracked and under mile vehicles are reassigned as "pool" cars. (g) Does the AT understand what is required? (g) Yes (g) Does the Area have a "personalized vehicle assignment" program? (g) Yes (g) If so, how does it effect mileage averaging? I.ow mileage vehicles are rotated to "pool" cars.

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

(2) What has been the condition of vehicles returned	to FOS? Good.			
(3) Are the right equipment options completed?			✓ Yes	□ No
i. AUTOMOTIVE WORK AREA/EQUIPMENT	EVALUATED Yes	ACTION REQUIRED	CORRECTED N/A	,
a. Is there adequate space and comfort in the AT office?			✓ Yes	□No
(1) Is the office arranged neatly, and are all bulletins.	and manuals current?	(2 2 4)	✓ Yes	□No
(2) Does the AT maintain a service and flat rate manu	ual?		☐ Yes	☑ No
b. Is the space for working on vehicles adequate?			✓ Yes	□ No
(1) Is it clean and organized?			✓ Yes	□ No
c. Does the AT have the supply of tools listed in HPM 31	.1, Fleet Operations Manua	I, Chapter 6?	✓ Yes	□No
(1) Is there an inventory?			✓ Yes	□ No
(a) When was it last checked?		10 (10 to 10 to		□No
(2) Are the tools located where they can be easily acc	cessed by the AT when wor	king on vehicles?	✓ Yes	□ No
(a) Are they clean and properly maintained?			✓ Yes	□No
(b) Is there security for the tools when the AT is	not present?			□ No
(c) Who has access to the tools?	3/4/19/00/00/20 U.A. 19/00/00/00/00/00/00/00/00/00/00/00/00/00		☐Yes	□ No
d. Does the AT have the equipment necessary to perform	n all required tasks?			□No
(1) If not, has it been budgeted for and/or ordered?	······································		☐ Yes	□ No
e. Is the equipment neat, clean and in good repair?				□No
(1) Have replacements been planned and budgeted f	for?		✓ Yes	□No
f. Are there additional tools or items of equipment neede	d?		☐ Yes	☑ No
(1) Could the AT be more effective if they were availa	able?		☐ Yes	☑ No
(2) Can they and/or have they been requisitioned or r	requested?		☐Yes	☑ No
. TIRES, PARTS AND SUPPLIES	EVALUATED Yes	ACTION REQUIRED NO	CORRECTE N/A	0
a. Is the space provided for parts and supplies adequate	····		✓ Yes	□ No
(1) If not, can more space be provided?			Yes	Ø No
(2) Is the space neatly and logically organized?			✓ Yes	□ No
(3) Is there adequate security?	×		☑ Yes	□ No
(4) Who has access to the parts/supplies? ATs	***************************************			
(5) Are batteries stored in a dry location, off the ceme	ent floor?	A	✓ Yes	[_] No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☐ No

Yes

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 4	53F (Rev. 6-06) OPI 009		
C.	Are reasonable numbers of parts/supplies stocked?	✓ Yes	□No
	(1) Are there obsolete parts on hand?	Yes	☑ No
d.	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	✓ Yes	□No
е.	Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□ No
***********	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	☑ Yes	□No
	(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
	(a) Are records reviewed by management?	✓ Yes	□ No
	(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	□No
	(a) How are tires stored? New - Racks, locked. Old - locked.		
110	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	□ No
	(5) Does Area provide motorcycle vendors with a stock of tires?	☐ Yes	☑ No
**********	(6) Does it appear tires are being replaced prematurely?	☐ Yes	☑ No
•••••	(7) Are adequate records maintained for used tires?		□ No
	(a) Is the disposition of used tires within policy?	✓ Yes	□No
f.	How are old tires/batteries disposed of? No contract for batteries - On hand until enough justify removal. Tire	s - sold to	tire re-selle
	NOTE: Notified by tire re-seller that he will no longer buy tires. Will have to pay for removal in future.		
weer.	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	√ Yes	□No
	(2) Are either tires or batteries being traded to offset installation costs?	Yes	☑ No
*********	(3) Are the provisions of any tire or battery disposal contract being met?	☐ Yes	☑ No
g.	Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	∏ No
*******	(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□No
h.	Has the quarterly count of parts, tires, accessories and supplies been conducted?	√ Yes	□No
	(1) Who conducted the count? Officer Suito.		lana and Water the Control
	FVALLATED ACTION REQUIRED	CORRECTE	2
. FU	EL DISPENSING FACILITY Yes No	N/A	
а.	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	Yes	☑ No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies? All fue	l is obtain	ed from
.,	service Stations.	a ta signal princip who a cost teach cost.	
	(a) Is self-service or full-service used? Self service.		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	453F (Rev. 6-06) OPI 009		
CHOTTE:	(2) Is there a written policy, and is it complied with?	✓ Yes	□ No
b.	Is the fuel island clean and neat?	☐ Yes	□No
	(1) Does it need repair or painting?	Yes	□No
• • • • •	(2) Are fuel, water and air hoses in good repair?	Yes	□ No
	(3) Is the break-away coupler installed?	☐ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes	□No
	(5) Is there a clean oil storage rack?	☐ Yes	□No
	(6) Is the lighting adequate?	☐ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☐ Yes	□No
****	(8) Have problems been reported to Facilities Section?	☐ Yes	□No
C.	Is there an adequate amount of supplies available to officers?		∐ No
d.	Who fuels the vehicles?		
	(1) Are fluids and tires checked during fueling?	Yes	□No
е.	is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	Yes	□ No
	(2) Who has access to the keys to lock the meters and the storage tank?		
A. 44 (1990)	(3) Is gasoline measured before and after deliveries?	☐ Yes	□ No
f.	What method is used to log fuel and oil used in individual vehicles? CTIP 33 and gas receipts.		
	(1) Are records maintained as required?	☑ Yes	□No
	for the second delivery		
	(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g.	(2) What is done to reconcile differences of more than 2-3 gallons daily? Does the physical inventory reasonably balance with the metered inventory each month?	☐ Yes	□No
g.		Yes	□No
g. h.	Does the physical inventory reasonably balance with the metered inventory each month?	☐ Yes	□ No
g. h.	Does the physical inventory reasonably balance with the metered inventory each month? (1) When was the pump meter last checked for accuracy?		
g.	Does the physical inventory reasonably balance with the metered inventory each month? (1) When was the pump meter last checked for accuracy? Is there a contract for fuel?		
	Does the physical inventory reasonably balance with the metered inventory each month? (1) When was the pump meter last checked for accuracy? Is there a contract for fuel? (1) How often is the fuel supply replenished?		
	Does the physical inventory reasonably balance with the metered inventory each month? (1) When was the pump meter last checked for accuracy? Is there a contract for fuel? (1) How often is the fuel supply replenished? (2) At what level is it refilled?		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

8. SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED	
a. Does the Area conduct an inspection of the facility	twice each year to detect safet	v bazards?	☑ Yes	ΠNο
1	twice each year to detect salet	,	[☑] Yes	□No
(1) Are the AT's work areas inspected? b. Are there possible unsafe conditions within the AT'	n work areas?		Yes	☑ No
	A MOLV GLOSS		[7] Yes	□ No
(1) Is the shop floor clean and free of any spills?			Yes	☑ No
(2) Are electrical cords or hoses posing a hazard?			☑ Yes	∏No
(3) Are fire extinguishers charged, inspected and			☐ Yes	☑ No
(4) Are any batteries leaking or stored improperly?			Yes	
(5) Are there loose items on the floor?	()		☑ Yes	□ No
(6) Is the bench grinder firmly affixed, and are the	re safety glasses available?		✓ Yes	□ No
(a) Are they worn by the AT?			✓ res	□ No
(7) Is the battery charger in a safe place?				□ No
(8) Are masks available for AT's to wear when ser	vicing brakes?			□ No
(a) If yes, are they worn?				
(9) Are jack stands properly utilized?	7 Yes	□ No		
c. What is the Area occupational safety record as it re	plates to fleet management? !	No injuries to A I s.		
			Yes	☑ No
(1) Have any injuries been prevented with an impr	oved salety awareness progra	ACTION REQUIRED	CORRECTE	
9. VEHICLE RECORDS AND MAINTENANCE	Yes	Yes- See B-2	Yes	
a. Are fleet records logically filed?				□ No
(1) Are they conveniently located and available to	the AT and supervisor?		☑ Yes	□ No
(2) Do files contain all required documents?		· · · · · · · · · · · · · · · · · · ·	✓ Yes	□ No
(a) If documents are not in files, where are the	ey located?			
b. Do the Fleet Focus (FF) documents comply with th	e instructions in HPM 31.1 Fla	et Operations Manual?	☑ Yes	□No
	e manaciona in the Maria		☑ Yes	ΠNo
(1) Are documents legible and complete? (2) Who reviews the FF reports? No actual review	i in page. Admin L. mans bar	Fleet Focus to conduct perio		
A			······································	
(3) How is the information used in Area's fleet adm	ministrations (respect remotts,	solicatic unitry solvice.		
c. Is the CHP 424 current?				□No
(1) Does the CHP 424 reveal any unusual repair p	patterns or duplicate services?	TO THE PARTY OF TH	☐ Yes	☑ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	CHP 453F	(Rev.	6-06)	OPI	009
--	----------	-------	-------	-----	-----

	453F (Rev. 6-06) OPI 009		in a contract of the contract		[7] Vac	□No
	(2) Have required services been done at the proper mileag				☑ Yes	
d.	Is the Area using the most effective and economical method	d of repairing/maintai	ning the fleet	?	☑ Yes	□ No
	(1) Are hourly rates in line with prevailing rates?				☑ Yes	□ No
	(2) Does the AT refer to manuals for invoice cost information	on?			☐ Yes	☑ No
	(3) Is work being done by vendors that should be done by	the AT?			☐ Yes	☑ No
West	(4) Are there any warranty problems?				Yes	☑ No
	(a) If so, are they being resolved?				Yes	□ No
Connect	(5) Is the credit card being used in lieu of an invoice?				Yes	☑ No
illise:	(6) Does the commander or his/her designee review and/o	r approve involces?			✓ Yes	□No
500 (10	(a) If so, is there a threshold limit, and how is the appro	oval indicated on the	invoice? Re	pair work estima	tes are approv	ed through
-	FOS based on mileage/cost. E-mail approval is ma	aintained in vehicle (iles.			

e.	Do invoices indicate parts are being supplied by the CHP?				✓ Yes	□ No
***	(1) If parts are on invoices, does the vendor give a discour	nt?		## <u> </u>	✓ Yes	□No
f.	. Are fleet operations bulletins maintained and accessible to the AT?				✓ Yes	□ No
	CONDITION OF THE FLEET	EVALUATED Yes	ACT No	ION REQUIRED	N/A	
a.	Using a CHP 33E, Vehicle Inspection Checklist, as a guide,	, are there any patter	ns or probler	ms identified?	☐Yes	☑ No
****	(1) Have any unauthorized modifications been made on ve	ehicles?			☐ Yes	☑ No
	MOTORCYCLES	EVALUATED Yes	AGT Ye	TON REQUIRED	Exception	
	Is the Area commander involved and kept informed of moto				✓ Yes	☐ No
a.	(1) Are the program objectives clearly understood by the co				☑ Yes	□No
	(2) Does the Area have an up-to-date SOP relating to moto	***************************************			✓ Yes	□No
	Are motorcycles being deployed in conformance with depart		leet Operatio	ns Bulletins?	✓ Yes	□No
D.	(1) Are motorcycles being used on beats with predominant					□No
No.		***************************************			☐ Yes	
	(2) Are motorcycles used for special duty officer transports		ove off?	menter's executive materialistics	☑ Yes	□No
757	(3) Are motorcycles parked at the Area office during vacati		ayo on:		✓ Yes	□No
C.	Are Fleet Operations Bulletins pertaining to motorcycles file					
	(1) What system is in place to verify understanding and co	mpliance? Motorcy	yele sergeant	s review and pas	s on to otheer	2 ag mgy g
	received. (2) Are Bulletins discussed with riders?				✓ Yes	□ No

The same of the sa

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(1)	Is there a Defensive Rider Program?	🛭 Yes	□ No
	(2)	Is there a sufficient number of CMTOs?	✓ Yes	□No
	(3)	What is the Area's safety record? 3 preventable M/C collisions on 2008.		
	<u> </u>	(a) How does it compare with Division and statewide rates? Very well in comparison to the large numb	er of motorcy	coles assigne
	****	to Area,		
	(4)	Does the Area conduct quarterly motorcycle training?	✓ Yes	□ No
	*********	(a) Are mandatory exercises being conducted?	✓ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	✓ Yes	□No
е.	Are	emergency radio repairs made at the office or at the radio shop? Office		
	(1)	Are the arrangements satisfactory?	✓ Yes	□No
	(2)	Is the repair person proficient?		□ No
	(3)	Is service available on weekends?	☐ Yes	☑ No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	☑ No
*****	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	☑ No
-1	(6)	Are any repairs being done by riders?	☐ Yes	☑ No
	(7)	Does the Area swap radios with idle units to reduce down time?	Yes	☑ No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?		□ No
g.	is th	here adequate space to park and/or store motorcycles?	☐ Yes	☑ No
	(1)	Is safety compromised?	☐ Yes	☑ No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	☑ No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?		□ No
*******	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	☑ No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	□No
		(a) Has it been inspected and approved?	✓ Yes	□No
		(b) Are records of the approval on file?		□ No
h.	Has	s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	✓ Yes	□ No
	(1)	Do equipment and accessory times comply with departmental regulations?	✓ Yes	□No
	(2)	Is there ample supply available?	✓ Yes	□No
	(3)	Are spare tires available?	☐ Yes	☑ No
	(4)	Is a battery charger available?	✓ Yes	□No

CHP 453F (Rev. 6-06) OPI 009

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL ARFA MANAGEMENT EVALUATION

AKEA	MANAGEMENT	EVALUATION
FLEET	MANAGEMENT	

200000000000000000000000000000000000000	(5)	Is there security and an accurate inventory kept?	✓ Yes	□ No
i.	Wh	at arrangements have been made for servicing and repairing motorcycles? Statewide BMW contract.		
			✓ Yes	□No
	(1)	Is it satisfactory and cost effective?		
	(2)	Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□ No
	(3)	How is repair work verified? Invoices and visual inspection.		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☑ Yes	□ No
_		(a) Is a supervisor's permission required?	Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	☑ No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs? Trailer or tow.		haen in all a line
	(6)	Does the Area have a motorcycle trailer?	✓ Yes	□No
Albana (200 DO	(a) How often is it used? 2-3 times a year.		
	- 11.	(b) If one is not available, has Area budgeted for one?	☐Yes	☑ No
j.	Are	vehicle files logically kept and up-to-date?	✓ Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	✓ Yes	□ No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□No
STEW	(3)	Is service up-do-date?	✓ Yes	□No
k.	Are Mo	daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, at the monthly Motorcycle Inspection List, completed as required?	✓ Yes	□No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	✓ Yes	□No
	(2)	Are the forms filed for the life of the motorcycle?	✓ Yes	□ No
l.	Utili: Area	zing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the a motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☑ Yes	□No

Memorandum

Date:

May 6, 2009

To:

Golden Gate Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Hayward Area

File No .:

345.11329.14995.09-017

Subject:

2009 COMMAND INSPECTIONS, 1ST QUARTER – FLEET MANAGEMENT

As part of the 2009 Command Inspection Program, attached is Hayward Area's **Area Management Evaluation** referenced in HPG 22.1, Area Resources Management Guide, Chapter 6 (Fleet Management). The Area is fortunate to have a very proactive Auto Tech. He maintains the Area's fleet, as well as the vehicles used by the Nimitz Inspection Facility, has an excellent record keeping system and uses Fleet Focus for all his tires, parts and supplies.

Should you have any questions please contact me at (510) 489-1500. Hayward Area will proceed at your direction.

R. F. LEAL, Captain

Commander

Attachments

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMINIAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1

Inspector's Findings:

Division.	Chapter:
Golden Gate	6
Hayward Area Golden Gate Inspected by:	
Sgt. D. Corona	
	200 mm 10 mm

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION Corrective Action Plan Included ☐ Division Level ☐ Command Level Appeal Included ☐ Executive Office Level Attachments Included Forward to: Commander's Signature: Date: Follow-up Required; Golden Gate Division ☐ Yes ⊠ No Due Date: 04/30/2009 Chapter Inspection: Six (6)-Fleet Management Inspector's Comments Regarding Innovative Practices: No innovative practices were observed. Command Suggestions for Statewide Improvement: None.

- 7. Fuel Dispensing Facility: Area does have a fuel facility. Area makes an effort to fuel newer "E-85" vehicles at gas stations where "E-85" fuel is available. There is only one gas station that offers "E-85" fuel in the immediate area. Area will search for more fueling options quarterly to discover other options.
- Area management is actively involved in the Area's fleet management program. The Automotive Technician is a qualified and competent mechanic. He keeps excellent records and his work area is organized, clean and safe.

STATE OF CALIFORNIA 'DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2

Division:	Chapter:
Golden Gate	6
Action to the second control of the second c	Date:
Sgt. D. Corona	
	Division: Golden Gate

×	92
	1.7
F-117	

Required Action

Corrective Action Plan/Timeline

STATE OF CALIFORNIA 'DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 3

Lead Inspector's Signature:

Responding Commander's Signature (for appeal):

Command:	Division:	Chapter:
Hayward Area	Golden Gate	6
Inspected by:		Date:
Sgt. D. Corona		04/03/2009

Appeal Process: (Appeals shall be filed within five (5) business days of the completed chapter inspection).	
Commander's Basis for Appeal:	
	•
Appeal Review/Decision: (This shall be the only level of appeal).	
	-
	-
	•

Date:

Date:

5-6-09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT
CHP 453F (Rev. 6-06) OPI 009

Sergeant David H. Corona #15553		02/03/2009
EVALUATED BY	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	OATE
Hayward	Golden Gate	345
AREA	DIVISION	NUMBER

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initiated and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION ☑ Formal Evaluation ☐ Informal Evaluation	SUSPENSE DATE	1-1111		
FOLLOWING REQUIRED	04/11/2009 COMMANDER'S REVIEW		DATE	
☐ Correction Report	COMMON TO THE WEYE	Zi.	CHAIG	
BY	_ KAL		51	0109
1. AREA ADMINISTRATION	02/03/2009	No REQUIRED	CORRECT	0
a. Is there a clear line of supervision and accountability for t	he Area's fleet management?	4,119-1		□ No
(1) Is the Area commander involved and informed?			✓ Yes	□ No
(a) Does he/she monitor invoices?	**************************************	MANAGE TO SERVICE TO	✓ Yes	□No
(2) Who is authorized to approve involces? The Area (Commander and listed designee	s (Lieutenant & Ad	ministrative S	ergeant) only:
b. What is the background experience of the Automotive Tec	chnician (AT)? The AT has be	en with the departm	ient 13 years a	nd has a
combined total of 10 years prior experience as an auto m	echanic with Exxon and Firesto	ne Service Stations		
(1) Are sufficient instructions and training provided?			✓ Yes	□No
(2) Is he/she a qualified mechanic at journey person leve	1?			□No
(3) Does he/she attend training on new model vehicles?			✓ Yes	□ No
(4) Does the AT have good rapport with Area personnel a	and vendors?		✓ Yes	□No
(5) Does the AT ensure vehicles are available at shift cha	inge?		✓ Yes	□ No
(6) Does the AT periodically attend staff meetings?			☐ Yes	☑ No
(7) Does the AT have ideas/suggestions for improving the	e program?		☐ Yes	☑ No
c. How much maintenance work is being done by the AT? The	he AT conducts ALL maintenar	nce work which is r	ot covered by	
manufacturers' warranty and when repairs require speciali	zed equipment which exceeds /	Vrea's capabilities.		
(1) Is he/she qualified to perform maintenance and minor	repairs?		✓ Yes	□No
(a) If these duties are not being performed, why not?				
d. What other duties or responsibilities are placed on the AT?	Other duties include providir	g occasional assist	ance Area's Fa	cility
Maintenance Worker.				
VEHICLE USE	(4)	сток керикер Ко	CORRECTED	
a. How many "E" Class vehicles are assigned to the Area? 23				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(1) Is there an unmarked patrol vehicle assigned for the commander?	✓ Yes	□No
	(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? Area is	s in excess o	of the formula
	with a ratio of 2.2: I of personnel to vehicles instead of the required 2.5: I ratio. The excess is attribute	d to Area ct	arrently
	operating while short staffed, causing the ratio to elevate. Once positions are filled, Area will be in comp	oliance,	
b.	Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	✓ Yes	□ No
	(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	✓ Yes	□No
	(a) Is there a supply of tools and minor equipment available?	✓ Yes	□ No
C.	What is the justification for any vehicle kept at employees homes after duty hours? Area Commander home st	ores his veh	nicle for 24
	hour emergency call-out.		50-Mp-160-
d.	Who does the commander allow to ride in vehicles? The provisions of General Order 100.42 are adhered to.		
	(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	✓ Yes	□ No
	(a) Is the CHP 428 kept for the appropriate period of time?	✓ Yes	□No
3. SE	RVICE ARRANGEMENTS EVALUATED ACTION REQUIRED NO	CORRECTE	5
a.	What vendors are being used for servicing or repairing vehicles? Fremont Ford, Sunnyvale Ford, and The Big	Ford Store	in San
1855.5H100	Leandro.		
	(1) Are they authorized dealers?	✓ Yes	□No
	What process was used in selecting a service vendor? Location and rates.		HIII - HI
	3) What are the hourly rates being charged? All warranty work is free and standard rates for non-warranty work	ork is \$125.	.00 per hour,
	(a) Are discounts given on parts?	☐ Yes	☑ No
	4) Has the command shopped for the most cost effective vendors?	✓ Yes	□No
(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?		(-)
	5) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	✓ Yes	∐ No
	vehicle availability has been a problem, has Area experimented with weekend maintenance?	☑ Yes	□ No
-) What percentage of the fleet is needed on weekends?	Yes	☑ No
(;			
) If more than one AT, are their hours/days scheduled most effectively?	Yes	☑ No
	(a) Is overtime needed for maximum enforcement periods?	Yes	□ No
c. A	re provisions adequate to ensure regular washing of vehicles?	Yes	□ No
**********		[] Yes	□ No
	How are interiors cleaned? Mobile car wash service comes to Area once per week to conduct interior/extervences. Officers may utilize one of two car wash companies located near the office.	rior cleanin	g of pairol
	Constant of the control of two car wash companies heated near the office.	***************************************	
ii466			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) Is the Area's vehicle washing procedure practical and	economical?		☑ Yes	□No
(a) Is excessive officer time used to wash vehicles?			☐ Yes	☑ No
(3) Is there more than one car wash facility available?				□ No
(4) Are vehicles being excessively washed or detailed?			☐Yes	☑ No
(5) Does the Area have a maintenance worker or janitor w	aslı cars?	ALITY CHARLES AND A CONTROL OF THE C	☐ Yes	☑ No
(6) Is there any other program that can be of assistance in	washing cars?		☐Yes	☑ No
d. How do officers report defective equipment? Officers fill	out a "defective vehicle eq	uipment" log and place	a "defective	equipment"
tag on the vehicle keyboard to inform other officers and the	e Automotive Technician o	f the problem.	no o racangua	
(1) Who is authorized to declare a vehicle unsafe for patrol	? All uniformed personn	el and the Automotive	Technician.	
	5411/2001/1-141-1702 - 1499-17			
(a) Who determines when a vehicle is safe after repair	or checking of defects? The	ie Automotive Technic	ian.	
(b) Does he/she sign off the report form and indicate w	hat has been done?		✓ Yes	□ No
(c) Is this system effective?			☑ Yes	□ No
(d) How long are records kept? Until vehicle reaches	maximum accumulation of	miles, plus 3 years,		
(e) Is there a system in place to check vehicles for defe	ects after high speed pursui		☑ Yes	□No
4. MILEAGE MANAGEMENT	02/04/2009	No REOLIRED	CORRECTE	5
a. Does Area have a system to ensure equitable mileage accur	nulation on all vehicles?		☑ Yes	□ No
(1) Are vehicles run out in the same order they are received	?			□ No
(2) Is there an appropriate spread of odometer readings so	that vehicles are run out at	regular intervals?	✓ Yes	□ No
(a) If not, can adjustments be made to accomplish this?)		☐ Yes	□ No
b. How are adjustments to mileage accomplished? The Auton	notive Technician informs	shift supervisors of vel	nicles with b	clow average
mileage accumulation. Supervisors then ensure those identi-	fied vehicles are used first	for road patrol duties.		***************************************
(1) Do field supervisors and officers understand their respon	sibility in vehicle assignme	nts?	✓ Yes	□No
(2) Does the AT understand what is required?			✓ Yes	□No
(3) Does the Area have a "personalized vehicle assignment"	program?			□ No
(a) If so, how does it effect mileage averaging? There	is a minimal effect on mile	age accumulation, hov	vever, some	ussigned
vehicles acerue mileage at a slower rate. Mileage i	s monitored and adjustmen	ts are made accordingl	у.	
c. How does the Area project run outs? The Automotive Technolive	nician prepares a CHP 57 to	FOS to inform them o	of projected	run out dates
for identified vehicles.				
1.5.1190				Materials (Parentiny (Parent
(1) Is FOS provided 30-45 days advance notice?			✓ Yes	□No
	Control of the second s			er ARTIE

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) What has been the condition of vehicles returned to FOS	S? Area consistently	sends run out vehicles to	POS in clean	and
serviceable condition.			**************************************	
(3) Are the right equipment options completed?	Witte 11 12 13 200 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1		✓ Yes	□No
5. AUTOMOTIVE WORK AREA/EQUIPMENT	02/04/2009	ACTION REQUIRED No	CORRECT	ED
a. Is there adequate space and comfort in the AT office?		·····	☑ Yes	□No
(1) Is the office arranged neatly, and are all bulletins and ma	nuals current?			□ No =
(2) Does the AT maintain a service and flat rate manual?	Phillip hereimszes Stille Susmon — alk		☑ Yes	□ No
b. Is the space for working on vehicles adequate?	77	77 - 77 70 - 77 - 77 - 77 - 77 - 77 - 7	☑ Yes	□No
(1) Is it clean and organized?			✓ Yes	☐ No
c. Does the AT have the supply of tools listed in HPM 31.1, Flee	t Operations Manual, (Chapter 6?	✓ Yes	□No
(1) Is there an inventory?	· · · · · · · · · · · · · · · · · · ·		✓ Yes	□No
(a) When was it last checked? 9/2008.			✓ Yes	□No
(2) Are the tools located where they can be easily accessed I	by the AT when workin	g on vehicles?	☑ Yes	□No
(a) Are they clean and properly maintained?		(/== 1 Si) 1		□No
(b) Is there security for the tools when the AT is not preson	ent?			□No
(c) Who has access to the tools? Av Tomotivé Techni	CIAN SERGEANTS.	MANN TENENCE WOS	KER Yes	□ No
d. Does the AT have the equipment necessary to perform all requ	uired tasks?	The state of the s		□No
(1) If not, has it been budgeted for and/or ordered?		7 0	☐ Yes	□No
e. Is the equipment neat, clean and in good repair?			✓ Yes	□No
(1) Have replacements been planned and budgeted for?	Handle Ha		☑ Yes	□No
f. Are there additional tools or items of equipment needed?			☐ Yes	☑ No
(1) Could the AT be more effective if they were available?	The state of the s		☐ Yes	□ No
(2) Can they and/or have they been requisitioned or requested	17		Yes	☐ No
. TIRES, PARTS AND SUPPLIES	02/06/2009	ACTION REQUIRED No	CORRECTED	
a. Is the space provided for parts and supplies adequate?			✓ Yes	□No
(1) If not, can more space be provided?			☐ Yes	□No
(2) Is the space neatly and logically organized?			☑ Yes	∐ No
(3) Is there adequate security?			✓ Yes	□No
(4) Who has access to the parts/supplies? The Automotive T	echnician, Sergeams.	and the Area's Maintene	mee Worker.	-
(5) Are batteries stored in a dry location, off the cement floor?		•		(23)
(2) The data is a dry isolation, on the cement moor?			Yes	□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

c. Are reasonable numbers of parts/supplies stocked?			√ Yes	☐ No
(1) Are there obsolete parts on hand?			✓ Yes	□ No -
d. Does Area stock parts/supplies purchased by the Department	, and provide them to the	vendor for installation?	☐ Yes	☑ No
e. Are adequate records maintained for tires, and are all tires ac	counted for?		✓ Yes	□No
(1) Are tire requests properly documented and ordered throu- Business Services Section?	gh the Purchasing Service	es Unit of	☑ Yes	□ No
(2) Are proper guidelines in place for record keeping?	1100			□No
(a) Are records reviewed by management?				□ No
(3) Are tires properly safeguarded from theft or misuse?		100000000000000000000000000000000000000	[Z] Yes	□No
(a) How are tires stored? Tires are placed side by side	on a metal tire rack and	secured with a metal ch	ain and lock	k.
(4) Is access to the tires restricted to the AT and his/her assis	tant or backup?		☐ Yes	☑ No
(5) Does Area provide motorcycle vendors with a stock of tire	5?	NAME OF THE OWNER O	Yes	☑ No
(6) Does it appear tires are being replaced prematurely?			☐ Yes	☑ No
(7) Are adequate records maintained for used tires?			✓ Yes	□ No
(a) Is the disposition of used tires within policy?			✓ Yes	□ No
f. How are old tires/batteries disposed of? Old tires are sold to	Mission Tires for a flat ra	ite of \$1.00 per tire. Old	I batteries a	ire collected
by vendor at the time of new battery purchases.				
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors	(CHP 265) sent to prospe	ctive bidders?	☐ Yes	☑ No
(2) Are either tires or batteries being traded to offset installation	n costs?			□No
(3) Are the provisions of any tire or battery disposal contract be	eing met?	AND SOCIETY OF STREET	✓ Yes	□ No
g. Are Material Safety Data Sheets (MSDS) posted as required?	× × × × × × × × × × × × × × × × × × ×	SI == CONTROL TO THE STORY THE	✓ Yes	□No
(1) Are all containers (other that the original) containing hazard	ous materials properly m	arked?	✓ Yes	□No
h. Has the quarterly count of parts, tires, accessories and supplies	been conducted?	or classification the Stiff of	✓ Yes	□No
(1) Who conducted the count? Administrative Sergeant Kelly	Dixon, #12682.	1011-1011-1011-1011-1011-101-101-101-10		
. FUEL DISPENSING FACILITY	02/05/2009	ACTION REQUIRED	CORRECTED	***************************************
Normally, is all fuel used by departmental personnel dispensed t command location?	hrough the fuel facility at	the	[v] Yes	□ No
(1) What procedures have been established for purchasing fuel	from service stations in e		ger Credit (lard is
assigned to each vehicle for emergency fuel purchases.			~~~i	
(a) Is self-service or full-service used? Sclf-service.	***************************************	11076.		
A format was a single of the state of the st	· · · · · · · · · · · · · · · · · · ·			

STATE OF CAUFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) Is there a written policy, and is it complied with?		□ No
b. Is the fuel island clean and neat?	✓ Yes	□ No
(1) Does it need repair or painting?	☐ Yes	☑ No
(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
(3) Is the break-away coupler installed?	✓ Yes	□ No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	√ Yes	□ No
(5) Is there a clean oil storage rack?	✓ Yes	□ No
(6) Is the lighting adequate?		□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□ No
(8) Have problems been reported to Facilities Section?	✓ Yes	□No
c. Is there an adequate amount of supplies available to officers?		□ No
d. Who fuels the vehicles? Officers and the Automotive Technician.		
(1) Are fluids and tires checked during fueling?	✓ Yes	□ No
Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?	√ Yes	□ No
(2) Who has access to the keys to lock the meters and the storage tank? The Automotive Technician.		
(3) Is gasoline measured before and after deliveries?		□ No
f. What method is used to log fuel and oil used in individual vehicles? A fuel and oil log is filled out after each n	efueling.	
(1) Are records maintained as required?		□No
(2) What is done to reconcile differences of more than 2-3 gallons daily? The Automotive Technician cross r	eferences th	ne fuel log
sheets and the fuel pump meters. CHP 33 entries are compared to fuel logs. Area notification is required	for any diff	erences.
g. Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
(1) When was the pump meter last checked for accuracy? The pump meter was last checked for accuracy on	the date of	`installation
in 2005.		
h. Is there a contract for fuel?	☐ Yes	☑ No
(1) How often is the fuel supply replenished? Every 1.5 months.		
(2) At what level is it refilled? 1500 gallons.		
i. How does the Area secure the fuel pumps when they are not in use? Fuel pumps are secured with pad locks who	en not in tise	e.
(1) Is the system adequate?	☑ Yes	□No
(2) Is it utilized by all personnel?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

8. SAFETY EVALUAT 02/05/2		ACTION REQUIRED No	CORRECTE	D
a. Does the Area conduct an inspection of the facility twice each year to det	ect safety hazar	ds?	✓ Yes	□No
(1) Are the AT's work areas inspected?		**************************************	✓ Yes	☐ No
b. Are there possible unsafe conditions within the AT's work areas?			Yes	☑ No
(1) Is the shop floor clean and free of any spills?	- W. W		[/] Yes	□ No =
(2) Are electrical cords or hoses posing a hazard?	****		Yes	☑ No
(3) Are fire extinguishers charged, inspected and of the proper type?		1110	✓ Yes	□ No
(4) Are any batteries leaking or stored improperly?			☐ Yes	☑ No
(5) Are there loose items on the floor?			☐ Yes	☑ No
(6) Is the bench grinder firmly affixed, and are there safety glasses availa	able?		✓ Yes	□No
(a) Are they worn by the AT?		N	Yes	□No
(7) Is the battery charger in a safe place?			Yes	□No
(8) Are masks available for AT's to wear when servicing brakes?			✓ Yes	□ No
(a) If yes, are they worn?			✓ Yes	□ No
(9) Are jack stands properly utilized?			☑ Yes	□No
c. What is the Area occupational safety record as it relates to fleet management	ent? There hav	e been no preentable ac	coidents a	nd/or injuries
(1) Have any injuries been prevented with an improved safety awareness			☐Yes	`□ No
9. VEHICLE RECORDS AND MAINTENANCE 02/05/20	1	CTION REODIRED	CORRECTED	
Van Viji av	09	io -	SUMMED FILLS	
a. Are fleet records logically filed?	09 [?		✓ Yes	□ No
	09 [1		*****************	
a. Are fleet records logically filed?	09 [3		☑ Yes	□No
a. Are fleet records logically filed? (1) Are they conveniently located and available to the AT and supervisor?	09 [3		☑ Yes ☑ Yes	□ No
a. Are fleet records logically filed? (1) Are they conveniently located and available to the AT and supervisor? (2) Do files contain all required documents?	09 [:		☑ Yes ☑ Yes	□ No
a. Are fleet records logically filed? (1) Are they conveniently located and available to the AT and supervisor? (2) Do files contain all required documents?	09 [:		☑ Yes ☑ Yes	□ No
a. Are fleet records logically filed? (1) Are they conveniently located and available to the AT and supervisor? (2) Do files contain all required documents?			☑ Yes ☑ Yes ☑ Yes	□ No
a. Are fleet records logically filed? (1) Are they conveniently located and available to the AT and supervisor? (2) Do files contain all required documents? (a) If documents are not in files, where are they located?		ons Manual?	✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No
a. Are fleet records logically filed? (1) Are they conveniently located and available to the AT and supervisor? (2) Do files contain all required documents? (a) If documents are not in files, where are they located? b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31		ons Manual?	✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No
 a. Are fleet records logically filed? (1) Are they conveniently located and available to the AT and supervisor? (2) Do files contain all required documents? (a) If documents are not in files, where are they located? b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31 (1) Are documents legible and complete? 	.1, Fleet Operati	ons Manual?	☑ Yes ☑ Yes ☑ Yes ☑ Yes	□ No □ No □ No □ No □ No
 a. Are fleet records logically filed? (1) Are they conveniently located and available to the AT and supervisor? (2) Do files contain all required documents? (a) If documents are not in files, where are they located? b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31 (1) Are documents legible and complete? (2) Who reviews the FF reports? The Administrative Sergeant 	.1, Fleet Operati	ons Manual?	☑ Yes ☑ Yes ☑ Yes ☑ Yes	□ No □ No □ No □ No □ No
 a. Are fleet records logically filed? (1) Are they conveniently located and available to the AT and supervisor? (2) Do files contain all required documents? (a) If documents are not in files, where are they located? b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31 (1) Are documents legible and complete? (2) Who reviews the FF reports? The Administrative Sergeant (3) How is the information used in Area's fleet administration? The information 	.1, Fleet Operati	ons Manual?	☑ Yes ☑ Yes ☑ Yes ☑ Yes	□ No □ No □ No □ No □ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

The second secon				
(2) Have required services been done at the proper milea	ge?	the state of the s	✓ Yes	□ No
d. Is the Area using the most effective and economical method	od of repairing/maintainin	g the fleet?		□No
(1) Are hourly rates in line with prevailing rates?			✓ Yes	□No
(2) Does the AT refer to manuals for invoice cost information	ion?		✓ Yes	□No
(3) Is work being done by vendors that should be done by	the AT?		☐ Yes	☑ No
(4) Are there any warranty problems?			☐ Yes	☑ No
(a) If so, are they being resolved?			☐ Yes	□ No
(5) Is the credit card being used in lieu of an invoice?			☐ Yes	☑ No
(6) Does the commander or his/her designee review and/o	r approve involces?		✓ Yes	□No
(a) If so, is there a threshold limit, and how is the appro-	oval indicated on the invo	oice? All repair invoices	are reviewed	and approved
by the Area commander or designce. Major repair:	s are first discussed with	FOS and Area managem	ent prior to a	pproval.
e. Do invoices indicate parts are being supplied by the CHP?		nt		——————————————————————————————————————
(1) If parts are on invoices, does the vendor give a discoun	17		[] Yes	☑ No
Are fleet operations bulletins maintained and accessible to the				□ No
10. CONDITION OF THE FLEET	EAVEDVLED	ACTION REQUIRED	✓ Yes	□ No
	02/05/2009	No		
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide,		problems identified?	Yes	☑ No
(1) Have any unauthorized modifications been made on veh	nicles?	ACTION REQUIRED	☐ Yes	☑ No
11. MOTORCYCLES	02/05/2009	No	CORRECTER	
a. Is the Area commander involved and kept informed of motoro				□No
(1) Are the program objectives clearly understood by the con-	nmander and supervisor	s?	✓ Yes	□No
(2) Does the Area have an up-to-date SOP relating to motor	cycle operations?		Yes	□No
b. Are motorcycles being deployed in conformance with departn	nental policy and Fleet C	perations Bulletins?	✓ Yes	□ No
(1) Are motorcycles being used on beats with predominantly	high speed problems?		☐ Yes	☑No .
(2) Are motorcycles used for special duty officer transportation	on?		☐ Yes	☑ No
(3) Are motorcycles parked at the Area office during vacation	ns and extended days of	f?	✓ Yes	□ No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed	together?	Line Succession of the Control of th	☐ Yes	☑ No
(1) What system is in place to verify understanding and comp	oliance? All bullctins p	pertaining to motorcycles	are filed sep	arately and
discussed with motorcycle riders at motorcycle training of	days.			
(2) Are Bulletins discussed with riders?		7	☑ Yes	□No
d. What type of active safety program does the Area have? $\Lambda_{\Gamma C}$	a has quarterly motorcy	de rider training days cor	iducted by a	certified
CMTO, Division training, and periodic motorcycle Sergeant		()		(

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(1) Is there a Defensive Rider Program?	✓ Yes	□ No
(2) Is there a sufficient number of CMTOs?		□ No
(3) What is the Area's safety record? Area has not had any preventable recordable collisions involving an o	on-duty mot	oreyele rider
in the past several years.		
(a) How does it compare with Division and statewide rates? Above average safety record compared with	n Division a	and statewide
rates.	-570000	
(4) Does the Area conduct quarterly motorcycle training?	✓ Yes	□ No
(a) Are mandatory exercises being conducted?	✓ Yes	□ No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	✓ Yes	□ No
e. Are emergency radio repairs made at the office or at the radio shop? Repairs are conducted by the Automotive	Technician	at the office.
(1) Are the arrangements satisfactory?	✓ Yes	□ No
(2) Is the repair person proficient?		□ No
(3) Is service available on weekends?	☐ Yes	☑ No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	☑ No
(5) Are any motorcycles being operated with radios in a defective condition?	☐ Yes	☑ No
(6) Are any repairs being done by riders?		□ No
(7) Does the Area swap radios with idle units to reduce down time?	☐ Yes	☑ No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g. Is there adequate space to park and/or store motorcycles?	🛭 Yes	□ No
(1) Is safety compromised?	Yes	☑ No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	[] Yes	☑ No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	✓ Yes	□ No
(4) Are parked motorcycles susceptible to theft or vandalism?	Yes	☑ No
(5) When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	□No
(a) Has it been inspected and approved?	✓ Yes	□ No
(b) Are records of the approval on file?	✓ Yes	□No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	✓ Yes	□No
(1) Do equipment and accessory times comply with departmental regulations?	☑ Yes	□No
(2) Is there ample supply available?	Yes	□ No
(3) Are spare tires available?	[] Yes	☑ No
(4) Is a battery charger available?	[] Yes	□ No -
	***************************************	····

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(5) Is there security and an accurate inventory kept?	☑ Yes	□No
	i. What arrangements have been made for servicing and repairing motorcycles? There are three certific	ed motorcycle shops	in the area tha
	service and repair motorcycles.		700-11
	(1) Is it satisfactory and cost effective?		□No
	(2) Does the maintenance program minimize officer and vehicle down time?	☑ Yes	□No
0	(3) How is repair work verified?		
9	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐Yes	☑ No
	(a) Is a supervisor's permission required?		□No
-	(b) Is there a SOP covering this aspect of motorcycle operation?		□ No
=	(5) If not ridden, how are motorcycles transported to vendors for repairs? Area's motorcycle trailer.		
•			
	(6) Does the Area have a motorcycle trailer?	✓ Yes	□No
	(a) How often is it used? Frequently, in lieu of tow service to minimize costs.		
	(b) If one is not available, has Area budgeted for one?	☐ Yes	□ No
	j. Are vehicle files logically kept and up-to-date?	✓ Yes	□No
_	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes Yes	☑ No
	(2) Does the motorcycle supervisor review all motorcycle invoices?		□No
	(3) Is service up-do-date?	✓ Yes	□No
	k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 18 Monthly Motorcycle Inspection List, completed as required?	84, [<u>✓]</u> Yes	□No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	☑ Yes	□ No
	(2) Are the forms filed for the life of the motorcycle?		□No
	 Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guide Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, 	es, do the etc.? 📝 Yes	□ No
			The state of the s

Memorandum

Date:

March 26, 2009

To:

Golden Gate Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Santa Rosa Area

File No .:

360.9763

Subject:

1ST QUARTER COMMAND INSPECTION PROGRAM, CHAPTER 6, FLEET

MANAGEMENT

Attached please find Santa Rosa Area's Fleet Management Evaluation as required by the Command Inspection Program. If you have any further questions, please feel free to contact me at your convenience.

K. R. YOUNG, Captain

Commander

Attachment

Memorandum

Date:

January 27, 2009

To:

Santa Rosa Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Santa Rosa Area

File No.:

360.14463

Subject:

AREA FLEET MANAGEMENT EVALUATION

An informal Area Fleet Management Evaluation was conducted by Sergeant A. Capurro #14463, on January 20, 2009. Santa Rosa Area Officers E. Heinlein #13864, and J. Torres #16678, assisted with the audit.

The attached CHP 453F, Area Fleet Management Evaluation, was completed by Sergeant Capurro. The Santa Rosa Area Commander, Captain K. Young #9763, Automotive Technician, L. Fernandez, Fleet Supervisor Sergeant R. Mota #13920, and Motorcycle Supervisor Sergeant J. Evans #13323, all provided input regarding the Area's fleet management.

The following exceptions and action items were noted:

The AT needs to work on his ability to effectively manage the fleet and prioritize his duties to ensure that patrol vehicles are ready for field use.

The AT needs to maintain his workspace free from clutter and occupational safety hazards.

The AT needs to improve upon his neatness and logically organize replacement parts.

The AT currently signs off the vehicle repair request form with his name/date; however he does not indicate what exactly has been repaired.

An evaluation of repair invoices suggested that a particular vendor (Gabe's) was utilized more frequently than the other approved vendors.

Action Item: The AT was served with a Memorandum of Direction that contained language addressing the need for him to improve upon his overall fleet management, including the specific requirement for him to prioritize keeping patrol vehicles in service.

Action Item: During their weekly meetings, the fleet supervisor will address occupational safety, organization, and workspace neatness issues with the AT.

Action Item: The AT will work on logically organizing replacement parts.

Santa Rosa Area Page 2 January 27, 2009

Action Item: The AT will indicate on the vehicle repair request log which specific items were repaired; this can be accomplished by placing a check next to the item reported as being defective on the log.

Action Item: The approved vendors will be used on a rotational basis with Gabe's being utilized on as needed basis. This issue was outlined and addressed in a recent Memorandum of Direction that was issued to the AT.

The Area supervisors are working on improving the officer ride-along program.

Action Item: An improved/computerized ride-along log has been created and placed in the Area's computer system to provide improved accessibility. Area management created a comprehensive ride-along check sheet that is to be completed during the ride-along. Area supervisors will note completed ride-alongs on their monthly CHP 112 and the officers 100 form, the information is then logged into the automated ride-along form.

The Area currently has one CMTO; the motorcycle supervisor would like an additional CMTO. The monthly CHP 184's (motorcycle inspection list) were not compiled for the life of the motorcycles.

Action Item: The motor supervisor has identified the next candidate to attend CMTO training when it becomes available.

Action Item: The motor supervisor has compiled CHP 184's for 2007 and 2008 for each motorcycle in the fleet.

The Area currently has one AT employed on a full time basis. The fleet supervisor is in the process of identifying candidates to fill the second AT position for the Area. Having a second AT will be a benefit to the Area's overall Fleet Management program.

A .E. CAPURRO, Sergeant

STATE OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION	Santa Rosa
FLEET MANAGEMENT	EVALUATED BY
OUG 4535 /Dov. 6 06) ODI 000	Set Capurro

AREA	DIVISION	NUMBER
Santa Rosa	Golden Gate	360
EVALUATED BY		DATE
Sgt. Capurro		01/20/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Informal Evaluation	05/04/2009			
FOLLOW-UP REQUIRED Yes No By Sgt. R. Mota, #13920	Correction Report		DATE	
, AREA ADMINISTRATION	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED)
a. Is there a clear line of supervision and accountability for the	Area's fleet managem	nent?	☑ Yes	□ No
(1) Is the Area commander involved and informed?			✓ Yes	□ No
(a) Does he/she monitor invoices?	1-1-	, 4-2	Yes	☑ No
(2) Who is authorized to approve invoices? Fleet supervise	sor Sergeant Mota and	d Area Lientenants.		
b. What is the background experience of the Automotive Techr	nician (AT)? · A'T has	worked for the Department	for 14 years.	
(1) Are sufficient instructions and training provided?			✓ Yes	□ No
(2) Is he/she a qualified mechanic at journey person level?			☐ Yes	☑ No
(3) Does he/she attend training on new model vehicles?			□Yes	☑ No
(4) Does the AT have good rapport with Area personnel and	d vendors?		✓ Yes	⊡ No
(5) Does the AT ensure vehicles are available at shift change	ge?		☐ Yes	☑ No
(6) Does the AT periodically attend staff meetings?			☐ Yes	Ø, No
(7) Does the AT have ideas/suggestions for improving the	program?		☐ Yes	☑ No
c. How much maintenance work is being done by the AT? Oil	changes, new tires, b	rakes, minor electrical.		
(1) is he/she qualified to perform maintenance and minor re	epairs?		✓ Yes	□No
(a) If these duties are not being performed, why not?			201	
d. What other duties or responsibilities are placed on the AT?	Fuel management, p	parts supply management, n	nonitor/manag	e fleet
mileage, new car prep, run outs for fleet ops.			1222222	-
	EVALUATED	ACTION REQUIRED	CORRECTE	ь
VEHICLE USE	Yes	No		

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP	453F	/Rev	6-06)	OPI	Pnn
	700	IN FOR	0-00)	O1 4	000

		(1)	Is there an unmarked patrol vehicle assigned for the commander?	✓ Yes	
		(2)	If the number of vehicles assigned is in excess of the formula, what justification has been made? No	en nege	g s 00
	b.	Аг	e there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	✓ Yes	□ No :
	****	(1)	Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	✓ Yes	□No
			(a) Is there a supply of tools and minor equipment available?	□Yes	☑ No
	C.	W	nat is the justification for any vehicle kept at employees homes after duty hours? N/A		-
	pe				
	d.	W	ho does the commander allow to ride in vehicles? AT, sworn personnel, ride-alongs.		
		(1)	Do supervisors use the CHP 428, Release and Waiver of Liability?	Yes	□No
			(a) Is the CHP 428 kept for the appropriate period of time?	Yes	□No
3.	SE	RV	ICE ARRANGEMENTS EVALUATED ACTION REQUIRED Yes Yes	CORRECTED	
	a.	Wr	nat vendors are being used for servicing or repairing vehicles? Dimatteo's, Hansel Ford, Dodge, Valley Tire	and Brake,	Gabes,
_			And the state of t		
		CIC	erman Motors (as needed basis).		
			Are they authorized dealers?	☑ Yes	□No
		(1)		☑ Yes	□No
O .		(1)	Are they authorized dealers?	☑ Yes	□ No
		(1)	Are they authorized dealers? What process was used in selecting a service vendor? Good history with Area fleet, reputable shops.	☑ Yes	□No
		(1)	Are they authorized dealers? What process was used in selecting a service vendor? Good history with Area flect, reputable shops.	✓ Yes	□ No □ No □ No
		(1)	Are they authorized dealers? What process was used in selecting a service vendor? Good history with Area flect, reputable shops. What are the hourly rates being charged? 95-120 per hour. (a) Are discounts given on parts?		
		(1)	Are they authorized dealers? What process was used in selecting a service vendor? Good history with Area fleet, reputable shops. What are the hourly rates being charged? 95-120 per hour. (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good	☐ Yes	☑ No
	((3) (4)	Are they authorized dealers? What process was used in selecting a service vendor? Good history with Area flect, reputable shops. What are the hourly rates being charged? 95-120 per hour. (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?	☐ Yes ☑ Yes ☑ Yes	✓ No☐ No
,	((1) (2) (3) (4) (5)	Are they authorized dealers? What process was used in selecting a service vendor? Good history with Area fleet, reputable shops. What are the hourly rates being charged? 95-120 per hour. (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	☐ Yes ☑ Yes ☑ Yes ☑ Yes	✓ No✓ No✓ No✓ No
b	()	(1) (2) (3) (4) (5)	Are they authorized dealers? What process was used in selecting a service vendor? Good history with Area flect, reputable shops. What are the hourly rates being charged? 95-120 per hour. (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ehicle availability has been a problem, has Area experimented with weekend maintenance?	☐ Yes ☑ Yes ☑ Yes	✓ No☐ No
b	((1) (2) (3) (4) (5) (6)	Are they authorized dealers? What process was used in selecting a service vendor? Good history with Area flect, reputable shops. What are the hourly rates being charged? 95-120 per hour. (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ehicle availability has been a problem, has Area experimented with weekend maintenance? What percentage of the fleet is needed on weekends? 75%	☐ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes	✓ No✓ No✓ No✓ No✓ No
b	(((((1) (2) (3) (4) (5) (6) (6) (1) (2)	Are they authorized dealers? What process was used in selecting a service vendor? Good history with Area fleet, reputable shops. What are the hourly rates being charged? 95-120 per hour. (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ehicle avallability has been a problem, has Area experimented with weekend maintenance? What percentage of the fleet is needed on weekends? 75% Are there shortages of vehicles on Mondays?	☐ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☐ Yes	 ✓ No ✓ No ✓ No ✓ No ✓ No
b	(((((1) (2) (3) (4) (5) (6) (6) (1) (2)	Are they authorized dealers? What process was used in selecting a service vendor? Good history with Area fleet, reputable shops. What are the hourly rates being charged? 95-120 per hour. (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ehicle availability has been a problem, has Area experimented with weekend maintenance? What percentage of the fleet is needed on weekends? 75% Are there shortages of vehicles on Mondays? If more than one AT, are their hours/days scheduled most effectively?	☐ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☐ Yes ☐ Yes ☐ Yes	 ✓ No ✓ No ✓ No ✓ No ✓ No ✓ No
	(((((((((((((((((((((3) (3) (4) (5) (6) (1) (2)	Are they authorized dealers? What process was used in selecting a service vendor? Good history with Area fleet, reputable shops. What are the hourly rates being charged? 95-120 per hour. (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ehicle availability has been a problem, has Area experimented with weekend maintenance? What percentage of the fleet is needed on weekends? 75% Are there shortages of vehicles on Mondays? If more than one AT, are their hours/days scheduled most effectively? (a) Is overtime needed for maximum enforcement periods?	☐ Yes ☑ Yes ☑ Yes ☑ Yes ☐ Yes	 No
	()	(1) (2) (3) (4) (5) (6) (1) (2) (3)	Are they authorized dealers? What process was used in selecting a service vendor? Good history with Area fleet, reputable shops. What are the hourly rates being charged? 95-120 per hour. (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ehicle availability has been a problem, has Area experimented with weekend maintenance? What percentage of the fleet is needed on weekends? 75% Are there shortages of vehicles on Mondays? If more than one AT, are their hours/days scheduled most effectively?	☐ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☐ Yes ☐ Yes ☐ Yes	 ✓ No ✓ No ✓ No ✓ No ✓ No ✓ No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F	/Dau	6 061	ODL	000
CHP 453P	rev.	וסט-ם	UPI	UUS

	(2) Is the Area's vehicle washing procedure practical and economical?	✓ Yes	. □ No
	(a) Is excessive officer time used to wash vehicles?	☐ Yes	☑ No
	(3) Is there more than one car wash facility available?	✓ Yes	□ No
	(4) Are vehicles being excessively washed or detailed?	☐ Yes	☑ No
	(5) Does the Area have a maintenance worker or janitor wash cars?	☐Yes	☑ No
	(6) Is there any other program that can be of assistance in washing cars?	☐ Yes	.☑ No
d.	How do officers report defective equipment? Written log provided to AT.		
	(1) Who is authorized to declare a vehicle unsafe for patrol? Uniformed personnel, AT.	***************************************	
	(a) Who determines when a vehicle is safe after repair or checking of defects? AT		8
	(b) Does he/she sign off the report form and indicate what has been done?	☐ Yes	☑ No
	(c) Is this system effective?	✓ Yes	□ No
	(d) How long are records kept? Life of the patrol vehicle	N N	, e
* combact	(e) Is there a system in place to check vehicles for defects after high speed pursults?	☑ Yes	□No
. M	LEAGE MANAGEMENT Yes ACTION REQUIRED	CORRECTED	
a.	Does Area have a system to ensure equilable mileage accumulation on all vehicles?	✓ Yes	☐ No
	(1) Are vehicles run out in the same order they are received?	☐ Yes	☑ No
	(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	✓ Yes	□No
-	(a) If not, can adjustments be made to accomplish this?	☐ Yes	□No
b.	How are adjustments to mileage accomplished? Rotation of vehicles between higher/lower mileage user	s.	-21 - 45 - 45
	(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	☑ Yes	. □ No
	(2) Does the AT understand what is required?		□No
	(3) Does the Area have a "personalized vehicle assignment" program?	☑ Yes	□No
	(a) If so, how does it effect mileage averaging? Car partners, rotate cars based on mileage.		
			~~~~
с.	How does the Area project run outs? AT via fleet focus and mileage.		——————————————————————————————————————
			······································

# STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

(2) What has been the condition of vehicles returned to FOS? Good.	74.	
(27)		
(3) Are the right equipment options completed?	✓ Yes	□No
6. AUTOMOTIVE WORK AREA/EQUIPMENT. EVALUATED Yes ACTION REQUIRED Yes	CORRECTED	
a. Is there adequate space and comfort in the AT office?	Yes	□No
(1) Is the office arranged neatly, and are all bulletins and manuals current?	Yes	· 🛭 No
(2) Does the AT maintain a service and flat rate manual?	✓ Yes	□ No
b. Is the space for working on vehicles adequate?	✓ Yes	□ No
(1) Is it clean and organized?	☐ Yes	☑ No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?	✓ Yes	□No
(1) Is there an inventory?	☑ Yes	□ No
(a) When was it last checked?	☐ Yes	□No
(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?	☑ Yes	□ No
(a) Are they clean and properly maintained?	✓ Yes	□ No
(b) Is there security for the tools when the AT is not present?		□No
(c) Who has access to the tools?	□Yes	□ No
d. Does the AT have the equipment necessary to perform all required tasks?	Yes	☑ No
(1) If not, has it been budgeted for and/or ordered?	Yes	☑ No
e. Is the equipment neat, clean and in good repair?	Yes	☑ No
(1) Have replacements been planned and budgeted for?	✓ Yes	□No
f. Are there additional tools or items of equipment needed?	✓ Yes	□No
(1) Could the AT be more effective if they were available?	✓ Yes	□ No
(2) Can they and/or have they been requisitioned or requested?	☐ Yes	☑ No
6. TIRES, PARTS AND SUPPLIES EVALUATED YES YES	CORRECTED	
a. Is the space provided for parts and supplies adequate?	✓ Yes	□No
(1) If not, can more space be provided?	Yes	□No
(2) Is the space neatly and logically organized?	☐Yes	☑ No
(3) Is there adequate security?	☑ Yes	□No
(4) Who has access to the parts/supplies? A/T, supervisors, managers, janitor.		
(5) Are batteries stored in a dry location, off the cement floor?	✓ Yes	□No
b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?	☑ Yes	□ No

# STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PAYROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

-			
C	. Are reasonable numbers of parts/supplies stocked?	☑ Yes	·□ No
	(1) Are there obsolete parts on hand?	.☑ Yes	□No
d	. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	✓ Yes	□ No
e	. Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□ No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	☑ Yes	□No
	(2) Are proper guidelines in place for record keeping?	☑ Yes	□No
	(a) Are records reviewed by management?		□No
	(3) Are tires properly safeguarded from theft or misuse?	☑ Yes	□No
d. D e. A (1) (2) (3) (4) (5) (6) (7) (1) (2) (3) g. Arr (1) h. Ha	(a) How are tires stored? Tire rack with lock.		
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	☑ Yes	□No
_	(5) Does Area provide motorcycle vendors with a stock of tires?	Yes	☑ No
	(6) Does it appear tires are being replaced prematurely?	☐Yes	☑ No
	(7) Are adequate records maintained for used tires?	☑ Yes	□ No
	(a) Is the disposition of used tires within policy?	☑ Yes	□No
f.	How are old tires/batteries disposed of? Recycle service.		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	☑ Yes	□No
	(2) Are either tires or batteries being traded to offset installation costs?	☐ Yes	☑ No
	(3) Are the provisions of any tire or battery disposal contract being met?	☑ Yes	□No
g.	Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□ No
h.	Has the quarterly count of parts, tires, accessories and supplies been conducted?		□No
	(1) Who conducted the count? Officer J. Torres and E. Heinlien.		
. FU	EL DISPENSING FACILITY EVALUATED ACTION REQUIRED Yes No	CORRECTED	)
a,	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?  Agen uses one site fuel course acts when processes (CDF)	☑ Yes	□No
		eredit card.	
	(a) Is self-service or full-service used? Self service.		

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

HP 453F (Rev. 6-06) OPI 009		
(2) Is there a written policy, and is it complied with?		□No
b. · Is the fuel island clean and neat?		□No
(1) Does it need repair or painting?	☐ Yes	☑ No
(2) Are fuel, water and air hoses in good repair?	✓ Yes	. 🗆 No
(3) Is the break-away coupler installed?	✓ Yes	□ No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□ No
(5) Is there a clean oil storage rack?	✓ Yes	□No
(6) Is the lighting adequate?	Yes	□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☑ Yes	□No
(8) Have problems been reported to Facilities Section?	☐Yes	☑ No
c. Is there an adequate amount of supplies available to officers?	√ Yes	□ No
d. Who fuels the vehicles? Officers, A/I		
(1) Are fluids and tires checked during fueling?	☑ Yes	□No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□ No
(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□ No
(2) Who has access to the keys to lock the meters and the storage tank? A/I'		
(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f. What method is used to log fuel and oil used in individual vehicles? Fuel log and 33 book.		
(1) Are records maintained as required?		□ No
(2) What is done to reconcile differences of more than 2-3 gallons dally?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□ No
(1) When was the pump meter last checked for accuracy? February 2008.		
h. Is there a contract for fuel?	☑ Yes	□No
(1) How often is the fuel supply replenished? As needed.		
(2) At what level is it refilled? 30%		
i. How does the Area secure the fuel pumps when they are not in use? The back lot is secured from the public.		
i. How does the Area secure the fuel pumps when they are not in use? The back lot is secured from the public.  (1) Is the system adequate?	✓ Yes	□No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

=	AFETY EVALUATED Yes Yes	REQUIRED CORRECTS	b ·
a.	. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?		□ No ·
	(1) Are the AT's work areas inspected?	✓ Yes	□Nọ
<u></u> ъ.	. Are there possible unsafe conditions within the AT's work areas?	☑ Yes	□ No -
	(1) Is the shop floor clean and free of any spills?	☐ Yes	☑ No
	(2) Are electrical cords or hoses posing a hazard?	☐ Yes	☑ No
	(3) Are fire extinguishers charged, inspected and of the proper type?	✓ Yes	□No
	(4) Are any batteries leaking or stored improperly?	☐ Yes	☑ No
	(5) Are there loose items on the floor?	✓ Yes	□No
	(6) Is the bench grinder firmly affixed, and are there safety glasses available?	☐ Yes	Ø No
	(a) Are they worn by the AT?	☐ Yes	□No
	(7) Is the battery charger in a safe place?	☑ Yes	□No
	(8) Are masks available for AT's to wear when servicing brakes?	☑ Yes	□No
	(a) If yes, are they worn?		□No
	(9) Are jack stands properly utilized?	☑ Yes	□No
	(1) Have any injuries been prevented with an improved safety awareness program?	☑ Yes	□ No
9. VE	EHICLE RECORDS: AND MAINTENANCE Yes ACTION R	EQUIRED CORRECTE	:D
a.	Are fleet records logically filed?	☑ Yes	□ No
	(1) Are they conveniently located and available to the AT and supervisor?	✓ Yes	□ No
	(2) Do files contain all required documents?		□ No
	(a) If documents are not in files, where are they located?		
b.	Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations N	fanual?	□No
	(1) Are documents legible and complete?	Yes	□ No
	(2) Who reviews the FF reports?		
	(3) How is the Information used in Area's fleet administration?		
	Is the CHP 424 current?	☑ Yes	□No
·	(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?	✓ Yes	□No

# STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

Ch:P 453F (Rev. 6-06) OPI 009			
(2) Have required services been done at the proper mileage?	12 (M/g)	✓ Yes	□ No .
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?		□.Yes	✓ No :-
(1) Are hourly rates in line with prevailing rates?	150	☑·Yes	□No
(2) Does the AT refer to manuals for invoice cost information?		☐ Yes	☑ No
(3) Is work being done by vendors that should be done by the AT?		✓ Yes	□ No
(4) Are there any warranty problems?		□Yes	☑ No
(a) If so, are they being resolved?	ä	Yes	□No
(5) Is the credit card being used in lieu of an invoice?		Yes	☑ No
. (6) Does the commander or his/her designee review and/or approve invoices?		Yes	□No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? \$500 for A	'\lambda'.		
e. Do invoices indicate parts are being supplied by the CHP?		✓ Yes	□ No
(1) If parts are on invoices, does the vendor give a discount?		☐ Yes	☑ No
f. Are fleet operations bulletins maintained and accessible to the AT?		☐ Yes	☑ No
10. CONDITION OF THE FLEET Yes ACTION REQUI	RED .	CORRECTED	
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems ident	ified?	☐ Yes	☑ No
(1) Have any unauthorized modifications been made on vehicles?		☐ Yes	☑ No
11. MOTORCYCLES Per	RED	CORRECTED	
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.	?	√ Yes	□No
(1) Are the program objectives clearly understood by the commander and supervisors?		✓ Yes	□No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations? Accar SOP CHPT	22	✓ Yes	□ No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulle		✓ Yes	□ No
(1) Are motorcycles being used on beats with predominantly high speed problems?	and the state of t	☑ Yes	□No
(2) Are motorcycles used for special duty officer transportation?		Yes	☑ No
(3) Are motorcycles parked at the Area office during vacations and extended days off?		Yes	☑ No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?		Yes	□ No
(1) What system is in place to verify understanding and compliance? M/C supervisor provides each	h rider a cop	y and revi	ews the
information at M/C training days.			
(2) Are Bulletins discussed with riders?		☑ Yes	□No
d. What type of active safety program does the Area have? M/C training days (8), M/C squad discussed	s trends/haz	ards in the	Area, and
M/C supervisor discusses occ. safety meeting and ways to improve rider safety.			

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

(1)	Is there a Defensive Rider Program?	🛚 Yes .	□ No
(2)	Is there a sufficient number of CMTOs?	☐ Yes	☑ No
(3)	What is the Area's safety record? No preventable M/C collisions in the previous two years.		
	(a) How does it compare with Division and statewide rates? Based on quarterly M/C occupational safety r	ncetings h	eld at
	division, Santa Rosa Area's safety record is better than division/state rates.		
(4)	Does the Area conduct quarterly motorcycle training?	✓ Yes	□No
	(a) Are mandatory exercises being conducted?	✓ Yes	□No
	(b) Are ride-alongs being conducted on a regular basis and properly documented?	✓ Yes	□No
e. Are	e emergency radio repairs made at the office or at the radio shop? Office		*
(1)	Are the arrangements satisfactory?	√ Yes	□No
(2)	Is the repair person proficient?	✓ Yes	□ No
(3)	Is service available on weekends?	☐ Yes	✓ No
(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	☑ No
(5)	Are any motorcycles being operated with radios in a defective condition?	□Yes	✓ No
(6)	Are any repairs being done by riders?	☐Yes	☑ No
(7)	Does the Area swap radios with idle units to reduce down time?	Yes	☑ No
-	(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g. Is t	here adequate space to park and/or store motorcycles?	✓ Yes	□No
(1)	Is safety compromised?	☐ Yes	☑ No
(2)	Are units parked near an entrance causing foot traffic to be inhibited?	□Yes	☑ No
(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☑ Yes	□ No
(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	☑ No
(5)	When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	□ No
	(a) Has it been inspected and approved?	✓ Yes	□ No
	(b) Are records of the approval on file?	✓ Yes	□ No
	the motorcycle program supervisor developed a workable procedure for storing and accounting for roved supplies and equipment replacements?	☑ Yes ·	□No
(1)	Do equipment and accessory times comply with departmental regulations?	✓ Yes	□No
(2)	Is there ample supply available?	✓ Yes	□ No
(3)	Are spare tires available?	☐Yes	☑ No
(4)	Is a ballery charger available?	✓ Yes	□No

#### STATE OF CALIFORNIA

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

ero.com	(5) Is there security and an accurate inventory kept?	☑ Yes	□ No.
j	i. What arrangements have been made for servicing and repairing motorcycles? All repairs/services are completed	at the loc	al BMW · ·
	dealership.		
	(1) Is it satisfactory and cost effective?	☑·Yes.	□ No
	(2) Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□No
	(3) How is repair work verified? By invoices and the riders inspection. Major replacement parts are inspected by	oy-the offi	cer.
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	✓ Yes	□ No
	(a) Is a supervisor's permission required?	☑ Yes	□ No
	(b) Is there a SOP covering this aspect of motorcycle operation? Acres SOP, CHOT, 22	✓ Yes	□ No
	(5) If not ridden, how are motorcycles transported to vendors for repairs? Area has a m/c trailer.		
	(6) Does the Area have a motorcycle traiter?	Yes	□No
	(a) How often is it used? On an as needed basis; several times a year.		
	(b) If one is not available, has Area budgeted for one?	☐Yes	□ No .
j,	Are vehicle files logically kept and up-to-date?	✓ Yes	□No
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	☑ No
20115	(2) Does the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□No
	(3) Is service up-do-date?	✓ Yes	□No
k.	. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	☑ Yes	□ No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	□Yes	✓ No
	(2) Are the forms filed for the life of the motorcycle?	☐Yes	☑ No
I.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	✓ Yes	□ No

### Memorandum

Date:

February 26, 2009

To:

Golden Gate Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Solano Area

File No .:

365.11759.12100

Subject:

AREA MANAGEMENT EVALUATION, FLEET MANAGEMENT

On February 25, 2009, Solano Area's fleet management evaluation was conducted by Sergeant Christine Rogers, #12100.

Sergeant Rogers utilized CHP form 453F, Area Management Evaluation, Fleet Management to conduct inspections and interviewed personnel. During the evaluation compliance issues were discovered in the following areas:

1. <u>Tires, Parts and Supplies</u>: Vehicle parts and fluids are entered into the Fleet Focus inventory database by the auto tech. However, the quarterly count and subsequent signing and dating of the records have not occurred as directed per HPM 31.1, Fleet Operations Manual, Chapter 7. This has been addressed with the auto tech and administrative lieutenant and will be conducted immediately with future quarterly counts placed in the suspense file to ensure they are completed in a timely manner.

Solano Area is in compliance with all other areas identified in CHP 453F, Area Management Evaluation, Fleet Management.

SUSAN WARD, Captain

Commander Solano Area

Attachment

### COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Solano Area	Division: Golden Gate	Chapter:
Inspected by: C. E. Rogers, /	Acting Lt.	Date: 02/26/2009

Page 1 of 2

Page 1 of 2			
INSTRUCTIONS: This document shall be ty number of the inspection in the Chapter Insp shall be routed to and its due date. This doc improvement, identified deficiencies, correct	pection number. Under "Forw cument shall be utilized to do	vard to:" enter the nea cument innovative pr	actices, suggestions for statewide
TYPE OF INSPECTION  ☐ Division Level ☐ Command Level ☐ Executive Office Level	Total hours expende inspection:	d on the	<ul><li>☑ Corrective Action Plan Included</li><li>☑ Attachments Included:</li><li>CHP 453F</li></ul>
Follow-up Required: Go	oward to: olden Gate Division ue Date: 05/15/2009		
Chapter Inspection: 6 — Fleet Ma Inspector's Comments Regarding		):	
Command Suggestions for State	wide Improvement:		
Inspector's Findings:			
Tires. Parts and Supplies: Vehicle by the auto tech. However, the qu not occurred as directed per HPM done with Fleet Focus compared t	arterly count and subs 31.1, Fleet Operation to the CHP 238A, Auto	sequent signing is Manual, Char omotive Parts Ir	and dating of the records have oter 7. The quarterly count was eventory Control.
Also, the annual inventory of tools was conducted on 01-20-2004.	had not occurred per	HPM 31.1, Cha	apter 6 since the last inventory
These items have been addressed was performed on March 2, 2009, 5/12/2009, by Officer E. Grossbac n the suspense file to ensure they	by Sgt. Rogers. The h. Future quarterly co	annual tool invenues	entory was performed on
Fire inspections were conducted be ndividually locked. The back lot is			
Commander's Response:   Con	cur or 🗌 Do Not Con	cur (Do Not Concu	ır shall document basis for response)

### COMMAND INSPECTION PROGRAM

### **EXCEPTIONS DOCUMENT**

Page 2 of 2

Command: Solano Area	Division: Golden Gate	Chapter:
Inspected by: C. E. Rogers,	Actina Lt.	Date: 02/26/2009

Inspector's Comments:	Address non concurrence by commander (e.g.,	, findings revis	sed, findings u	unchanged, et	tc.)
Items for annual and qua	arterly review placed in suspense file. A	All items in o	compliance	as of 5/12/	2009.

### Corrective Action Plan/Timeline

The quarterly inventory of tires, parts and supplies was conducted on March 5, 2009, by Sergeant Rogers and Auto Tech Vickie Banta. This inventory was conducted by utilizing the Fleet Focus BT Inventory and comparing it with the Automotive Parts Inventory Control, CHP 238A. The hand-count inventory of tools was conducted on May 12, 2009, by Officer E. Grossbach. These items are in the Area's suspense files per HPM 31.1, Fleet Management.

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	Thon Davis LT for 21/c	5-14-09
Coorning	INSPECTOR'S SIGNATURE	DATE 5/12/2009
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	J-18-05

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT
CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Solano	Golden Gate	365
EVALUATED BY		DATE
Sgt. C. E. Roge	rs	02/23/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION      Formal Evaluation   Informal Evaluation	SUSPENSE DATE 06/23/2009			
	COMMANDER'S REVIEW	~ ia-a	DATE	
Yes ☐ No				
. BY		everyon a marine a reason		
1. AREA ADMINISTRATION	EVALUATED	none	CORRECTED	
a. Is there a clear line of supervision and accountability for the Area	's fleet management?	A	✓ Yes	□No
(1) Is the Area commander involved and informed?			✓ Yes	□No
(a) Does he/she monitor invoices?			✓ Yes	□No
(2) Who is authorized to approve invoices? Admin. I.T				
b. What is the background experience of the Automotive Technician	n (AT)? 2 years as auto	motive installer	8	*
		CALLED AND AND AND AND AND AND AND AND AND AN	<u> </u>	<del></del>
(1) Are sufficient instructions and training provided?			✓ Yes	□ No
(2) Is he/she a qualified mechanic at journey person level?			✓ Yes	☐ No
(3) Does he/she attend training on new model vehicles?			✓ Yes	□ No
(4) Does the AT have good rapport with Area personnel and ven	idors?		✓ Yes	□ No
(5) Does the AT ensure vehicles are available at shift change?		and the second s	✓ Yes	□ No
(6) Does the AT periodically attend staff meetings?			☐ Yes	☑ No 
(7) Does the AT have ideas/suggestions for improving the progra	am?		✓ Yes	□ No
c. How much maintenance work is being done by the AT? Varies.	Maintenance worker as	sists.	******************	***************************************
		WEST HOLDER		
(1) Is he/she qualified to perform maintenance and minor repairs	?	ulitatina alikaan alikaan araa araa araa araa araa araa araa	✓ Yes	No
(a) If these duties are not being performed, why not?				
d. What other duties or responsibilities are placed on the AT? Trail	ning the maintenance v	rorker		
	EVALUATEO	TACTION REQUIRED	CORRECTE	<u> </u>
2. VEHICLE USE	1	none	The state of the s	
a. How many "E" Class vehicles are assigned to the Area? 28		7		

Destroy Previous Editions

# STATE OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### **FLEET MANAGEMENT**

(1) Is there an unmarked patrol vehicle assigned for the commander?	✓ Yes	□No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A		*
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	✓ Yes	□No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	✓ Yes	□No
(a) Is there a supply of tools and minor equipment available?	✓ Yes	□No
c. What is the justification for any vehicle kept at employees homes after duly hours? N/A		
		· N
d. Who does the commander allow to ride in vehicles? Applicants, media, senior volunteers		
(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	✓ Yes	□No
(a) Is the CHP 428 kept for the appropriate period of time?	✓ Yes	[∞] □ No
3. SERVICE ARRANGEMENTS EVALUATED ACTION REQUIRED none	CORRECTE	9
a. What vendors are being used for servicing or repairing vehicles? Ron DuPratt Ford-Dixon	-	(1) (1) (1)
	•	
(1) Are they authorized dealers?	✓ Yes	□ No
(2) What process was used in selecting a service vendor? Solicited services, approved at command level		
(3) What are the hourly rates being charged? \$85/hr	***************************************	
(a) Are discounts given on parts?	☑ Yes	□No
(4) Has the command shopped for the most cost effective vendors?	✓ Yes	□No
(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?		C7.1
(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	✓ Yes	□ No
b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?	☑ Yes	□ No
(1) What percentage of the fleet is needed on weekends? 100%	Yes	☑ No
(2) Are there shortages of vehicles on Mondays?		
(3) If more than one AT, are their hours/days scheduled most effectively?	Yes	Ø No
(a) Is overtime needed for maximum enforcement periods?	✓ Yes	□ No
c. Are provisions adequate to ensure regular washing of vehicles?	Yes	☑ No
	✓ Yes	□ No
(1) How are interiors cleaned? Carwash facility (contract)		

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

(2) Is the Area's vehicle washing procedure practical and economical?	✓ Yes	□ No
(a) Is excessive officer time used to wash vehicles?	☐ Yes	☑ No
(3) Is there more than one car wash facility available?	✓ Yes	□No
(4) Are vehicles being excessively washed or detailed?	☐ Yes	☑ No
(5) Does the Area have a maintenance worker or janitor wash cars?	☐ Yes	☑ No
(6) Is there any other program that can be of assistance in washing cars?		□No
d. How do officers report defective equipment? Defective write-up sheets/ key fobs over keys		
(1) Who is authorized to declare a vehicle unsafe for patrol? officers		
(a) Who determines when a vehicle is safe after repair or checking of defects? auto tech or dealer		
(b) Does he/she sign off the report form and indicate what has been done?	✓ Yes	□No
(c) Is this system effective?	✓ Yes	□No
(d) How long are records kept? Life of vehicle.	. ,	
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	✓ Yes	□No
4. MILEAGE MANAGEMENT EVALUATED ACTION REQUIRED NONE	CORRECTED	)
Does Area have a system to ensure equitable mileage accumulation on all vehicles?	✓ Yes	□No
(1) Are vehicles run out in the same order they are received?	✓ Yes	□No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	✓ Yes	□No
(a) If not, can adjustments be made to accomplish this?	☐ Yes	□No
b. How are adjustments to mileage accomplished? Send vehicles to scales to slow mileage accumulation and tag	a car as a 'i	push' for
miles. Ensure it goes out every shift.		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	✓ Yes	□No
(2) Does the AT understand what is required?	✓ Yes	□No
(3) Does the Area have a "personalized vehicle assignment" program?	✓ Yes	□No
(a) If so, how does it effect mileage averaging? Assigned vehicles have car partners for alternating shifts t	to ensure v	chicles are
driven. This system works well with averaging miles.		
c. How does the Area project run outs? Mileage report (95,000 miles). Fax CHP 57 to FOS with projected run-out	ıt date.	
(1) Is FOS provided 30-45 days advance notice?	✓ Yes	□No
Destroy Proving Editions		

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

(2) What has been the condition of vehicles returned to FOS? Clean and in good working order.		
(3) Are the right equipment options completed?	✓ Yes	□No
5. AUTOMOTIVE WORK AREA/EQUIPMENT	CORRECTED	
a. Is there adequate space and comfort in the AT office?	Yes	☑ No
(1) Is the office arranged neatly, and are all builetins and manuals current?	✓ Yes	□No
(2). Does the AT maintain a service and flat rate manual?	✓ Yes	□No
b. Is the space for working on vehicles adequate?	Yes	☑ No
(1) Is it clean and organized?	✓ Yes	□No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?	✓ Yes	□No
(1) Is there an inventory?	· 🗸 Yes	□No
(a) When was it last checked? MAY 19, 2008	☑ Yes	[·] No
(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?		□No
(a) Are they clean and properly maintained?	✓ Yes…	□No
(b) Is there security for the tools when the AT is not present?		□No
(c) Who has access to the tools?	✓ Yes	□No
d. Does the AT have the equipment necessary to perform all required tasks?	✓ Yes	□No
(1) If not, has it been budgeted for and/or ordered?	Yes	□No
e. Is the equipment neat, clean and in good repair?	✓ Yes	□No
(1) Have replacements been planned and budgeted for?	✓ Yes	□No
f. Are there additional tools or items of equipment needed?	☐ Yes	☑ No
(1) Could the AT be more effective if they were available?	☐ Yes	□No
(2) Can they and/or have they been requisitioned or requested?	Yes	□No
TIRES, PARTS AND SUPPLIES  EVALUATED Supply count, space 6 (A), 6 (H) I	CORRECTED	
a. Is the space provided for parts and supplies adequate?	☐ Yes	☑ No
(1) If not, can more space be provided?	✓ Yes	□No
(2) Is the space neatly and logically organized?	✓ Yes	□No
(3) Is there adequate security?	✓ Yes	□No
(4) Who has access to the parts/supplies? Sergeants, maintenance worker, management		
(F) And hattering should be abulancian off the general floor?	✓ Yes	□No
<ul><li>(5) Are batteries stored in a dry location, off the cement floor?</li><li>b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?</li></ul>	✓ Yes	□ No

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) Page 5 of 10

CHP	453F	(Rev. 6-06) OPI 009		
c.	Are	reasonable numbers of parts/supplies stocked?	✓ Yes	□No
	(1)	Are there obsolete parts on hand?	✓ Yes	□ No
d.	Doe	es Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	✓ Yes	□No
е.	Are	adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□ No
	(1)	Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	Yes	□No
	(2)	Are proper guidelines in place for record keeping?	✓ Yes	□No
//		(a) Are records reviewed by management?	✓ Yes	□No
	(3)	Are tires properly safeguarded from theft or misuse?	✓ Yes	□No
		(a) How are tires stored? Outside tire rack - locked	- dilandaran	_0, _1000000
	(4)	Is access to the tires restricted to the AT and his/her assistant or backup?	☑ Yes	□No
**		Does Area provide motorcycle vendors with a stock of tires?	Yes	☑ No
		Does it appear tires are being replaced prematurely?	☐ Yes	☑ No
	(7)	Are adequate records maintained for used tires?	✓ Yes	- 🖺 No
	<del> </del>	(a) Is the disposition of used tires within policy?	Yes	□No
f.	How	are old tires/batteries disposed of? Contract for hazardous waste. Every 3 months battery cores are recy	cled.	
-		The state of the s	☑ Yes	□ No
		is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	Yes	 ☑ No
		Are either tires or batteries being traded to offset installation costs?	✓ Yes	
		Are the provisions of any tire or battery disposal contract being met?	✓ Yes	No
		Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□ No
-		Are all containers (other that the original) containing hazardous materials properly marked?	☐ Yes	☑ No
		he quarterly count of parts, tires, accessories and supplies been conducted?		
	(1) V	/ho conducted the count? 7-19-2005, CT	S. KEE.	TE .
		EVALUATED ACTION REQUIRED	CORRECTE	D
FUE	L DI	SPENSING FACILITY  EVALUATED ACTION REQUIRED none		
a.	Norm	ally, is all fuel used by departmental personnel dispensed through the fuel facility at the land location?	✓ Yes	□ No
(	1) V	/hat procedures have been established for purchasing fuel from service stations in emergencies? Use of	edit card a	ssigned to
	V	ehiclo		
	(a	) Is self-service or full-service used? Self-service, regular unleaded or E85		
		Destroy Previous Editions		c453f606

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

		~~~~
(2) Is there a written policy, and is it complied with?	✓ Yes	□ No
b. Is the fuel island clean and neat?	✓ Yes	□ No .
(1) Does it need repair or painting?	☐ Yes	☑ No
(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
(3) Is the break-away coupler installed?	✓ Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes	☑ No
(5) is there a clean oil storage rack?	✓ Yes	□No
(6) Is the lighting adequate?	✓ Yes	□No
(7) Is there at least one fire exlinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
(8) Have problems been reported to Facilities Section?	✓ Yes	□No
c. Is there an adequate amount of supplies available to officers?	✓ Yes	□ No
d. Who fuels the vehicles? Officers		
(1) Are fluids and tires checked during fueling?		□ No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
(2) Who has access to the keys to lock the meters and the storage tank? auto tech, management		
(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f. What method is used to log fuel and oil used in individual vehicles?		
•		
(1) Are records maintained as required?	✓ Yes	□No
(2) What is done to reconcile differences of more than 2-3 gallons daily? Compare 33 log entries with fuel pr	amp entries	. Note
discrepancies, bring this to management's attention for correction		
g. Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
(1) When was the pump meter last checked for accuracy? Last month by Applied Remediation Company	73.73.11	
h. Is there a contract for fuel?		□No
(1) How often is the fuel supply replenished? Monthly		
(2) At what level is it refilled? Btwn 12, 000-18000 gallons	A THE RESIDENCE OF THE PARTY OF	
i. How does the Area secure the fuel pumps when they are not in use? Locked facility		
(1) Is the system adequate?	✓ Yes	□ No
(2) Is it utilized by all personnel?	✓ Yes	□No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

B. SA		EVALUATED	ACTION REQUIRED	CORRECTED	7
14.2	FETY	Safety/Equip	8(B)1, 8(B)6, 7, 8(a)	1	Thereselves
a.	Does the Area conduct an inspection of the facility	twice each year to detect safety h	azards?	☑ Yes	□No
	(1) Are the AT's work areas inspected?		***************************************	✓ Yes	□ No
b.	Are there possible unsafe conditions within the AT	's work areas?	11.00 11.00 11.00 11.00 11.00 11.00 11.00 11.00 11.00 11.00 11.00 11.00 11.00 11.00 11.00 11.00 11.00 11.00 11	✓ Yes	□ No
	(1) Is the shop floor clean and free of any spills?			Yes	☑ No
	(2) Are electrical cords or hoses posing a hazard?	?		☐ Yes	☑ No
	(3) Are fire extinguishers charged, inspected and	of the proper type?			□No
((4) Are any batteries leaking or stored improperly	?		✓ Yes	□ No
	(5) Are there loose items on the floor?			☐ Yes	☑ No
((6) Is the bench grinder firmly affixed, and are the	re safety glasses available?		Yes	· 🛭 No
	(a) Are they worn by the AT?			Yes	☑ No
((7) Is the battery charger in a safe place?			☑ Yes	□No
((8) Are masks available for AT's to wear when ser	vicing brakes?			□No
	(a) If yes, are they worn?	**************************************		☐ Yes	Ø No
((9) Are jack stands properly utilized?		•	Yes	□ No
	Have any injuries been prevented with an impr	roved safely awareness program?	A	✓ Yes	□ No
732.0AG 3	Have any injuries been prevented with an impr HICLE RECORDS AND MAINTENANCE	roved safety awareness program?	ACTION REQUIRED	✓ Yes	
VE			William William Control		
VEH	HICLE RECORDS AND MAINTENANCE	EVALUATED	William William Control	CORRECTE	D
VEI	HICLE RECORDS AND MAINTENANCE Are fleet records logically filed?	EVALUATED	William William Control	CORRECTE:	□No
VEI	Are fleet records logically filed? 1) Are they conveniently located and available to	the AT and supervisor?	William William Control	CORRECTED ☑ Yes ☑ Yes	□ No
VEH a. A (1	Are fleet records logically filed? 1) Are they conveniently located and available to 2) Do files contain all required documents? (a) If documents are not in files, where are the	the AT and supervisor?	none	CORRECTED ☑ Yes ☑ Yes ☑ Yes	No No
(2 (2	Are fleet records logically filed? 1) Are they conveniently located and available to 2) Do files contain all required documents? (a) If documents are not in files, where are the	the AT and supervisor?	none	CORRECTE: ☑ Yes ☑ Yes ☑ Yes	No No
(2 0. D	Are fleet records logically filed? 1) Are they conveniently located and available to 2) Do files contain all required documents? (a) If documents are not in files, where are the county of the Fleet Focus (FF) documents comply with the logical process.	the AT and supervisor?	none	CORRECTED ☑ Yes ☑ Yes ☑ Yes	No No
(2 0. D	Are fleet records logically filed? 1) Are they conveniently located and available to 2) Do files contain all required documents? (a) If documents are not in files, where are the 3) Or the Fleet Focus (FF) documents comply with the 1) Are documents legible and complete? 2) Who reviews the FF reports?	the AT and supervisor? ey located? e instructions in HPM 31.1, Fleet 0	Derations Manual?	CORRECTED ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes	No
VEH a. A (**)	Are fleet records logically filed? 1) Are they conveniently located and available to 2) Do files contain all required documents? (a) If documents are not in files, where are the 3) of the Fleet Focus (FF) documents comply with the 1) Are documents legible and complete? 2) Who reviews the FF reports?	the AT and supervisor? ey located? e instructions in HPM 31.1, Fleet 0	Derations Manual?	CORRECTED ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes	No
VEH a. A (1) (2) (3)	Are fleet records logically filed? 1) Are they conveniently located and available to 2) Do files contain all required documents? (a) If documents are not in files, where are the 3) Or the Fleet Focus (FF) documents comply with the 1) Are documents legible and complete? 2) Who reviews the FF reports?	the AT and supervisor? ey located? e instructions in HPM 31.1, Fleet 0	Derations Manual?	CORRECTED ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes	No

FLEET MANAGEMENT

(2) Have required services been done at the proper mileage?			✓ Yes	□No
d. Is the Area using the most effective and economical method of repairing	ng/mainlaining the f	leet?	☑ Yes	□No
(1) Are hourly rates in line with prevailing rates?			✓ Yes	□No
(2) Does the AT refer to manuals for invoice cost information?			✓ Yes	□ No
(3) Is work being done by vendors that should be done by the AT?			☐ Yes	☑ No
(4) Are there any warranty problems?			Yes	☑ No
. (a) If so, are they being resolved?	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		☐ Yes	□No
(5) Is the credit card being used In lieu of an invoice?			☐ Yes	☑ No
(6) Does the commander or his/her designee review and/or approve	invoices?		✓ Yes	□No
(a) If so, is there a threshold limit, and how is the approval indicate		On high mileage vehic	les (over 3	yrs/100k
powertrain), the .10 per mile rule is applied with confirmation				
e. Do invoices indicate parts are being supplied by the CHP?		Water Committee	✓ Yes	□ No
(1) If parts are on invoices, does the vendor give a discount?	W.		✓ Yes	□No
f. Are fleet operations bulletins maintained and accessible to the AT?			√Yes	□No
CONDITION OF THE FLEET	JATEO	ACTION REQUIRED none	CORRECTED	
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there	any patterns or prol	blems identified?	Yes	√ No
(1) Have any unauthorized modifications been made on vehicles?			☐ Yes	☑ No
. MOTORCYCLES.	DATED	ACTION REQUIRED	CORRECTE	0
a. Is the Area commander involved and kept informed of motorcycle depl	oyment, needs, pro	blems, etc.?	✓ Yes	☐ No
(1) Are the program objectives clearly understood by the commander			✓ Yes	□ No
(2) Does the Area have an up-to-date SOP relating to motorcycle ope			✓ Yes	□ No
b. Are motorcycles being deployed in conformance with departmental polynomials.		ations Bulletins?	✓ Yes	☐ No
(1) Are motorcycles being used on beats with predominantly high spe			[] Yes	□No
(2) Are motorcycles used for special duty officer transportation?			☐ Yes	☑ No
(3) Are motorcycles parked at the Area office during vacations and ex	tended days off?		✓ Yes	□No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together			✓ Yes	□No
(1) What system is in place to verify understanding and compliance?	·	dividual copies to each	notor of	ñcer.
	Name to the second seco			
(2) Are Bulletins discussed with riders?			√ Yes	□No
d. What type of active safety program does the Area have? quarterly tra			. 1 .	or ridgelor

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	<u></u>	
(1) Is there a Defensive Rider Program?	☑ Yes	□ No
(2) Is there a sufficient number of CMTOs?		□ No
(3) What is the Area's safety record? Exemplary. Recipient of 2007 GGD commendation.		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
(a) How does it compare with Division and statewide rates? Exceptional.		
(4) Does the Area conduct quarterly motorcycle training?	☑ Yes	□Nö
(a) Are mandatory exercises being conducted?	☑ Yes	□ No
(b) Are ride-alongs being conducted on a regular basis and properly documented?		□No
e. Are emergency radio repairs made at the office or at the radio shop? At Area if small issues.		
(1) Are the arrangements satisfactory?		□ No
(2) Is the repair person proficient?		□ No
(3) Is service available on weekends?	Yes	☑ No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	· 🕢 No
(5) Are any motorcycles being operated with radios.in a defective condition?	Yes	+ ☑ No
(6) Are any repairs being done by riders?	☐ Yes	☑ No
(7) Does the Area swap radios with idle units to reduce down time?	☑ Yes	□No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	✓ Yes	□No
g. Is there adequate space to park and/or store motorcycles?		□No
(1) Is safety compromised?	☐ Yes	☑ No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	Yes	☑ No
(3) Are preventative measures in place to avoid problems caused by oil drippings?		□No
(4) Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	☑ No
(5) When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	□No
(a) Has it been inspected and approved?	✓ Yes	□No
(b) Are records of the approval on file?	✓ Yes	□ No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?		□No
(1) Do equipment and accessory times comply with departmental regulations?	✓ Yes	□No
(2) Is there ample supply available?	☐ Yes	☑ No
(3) Are spare tires available?	☐ Yes	☑ No
(4) Is a battery charger available?	✓ Yes	□No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(5) Is there security and an accurate inventory kept?	✓ Yes	□No
i. What arrangements have been made for servicing and repairing motorcycles? Roseville, Walnut Creck and Mar	in BMW s	hops.
(1) Is it satisfactory and cost effective?	Yes	☑ No
(2) Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□No
(3) How is repair work verified? Supervisor review and pre-authorization		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	✓ Yes	□ No
(a) is a supervisor's permission required?	✓ Yes	□No
(b) Is there a SQP covering this aspect of motorcycle operation?	✓ Yes	□No
(5) If not ridden, how are motorcycles transported to vendors for repairs? Trailer		
(6) Does the Area have a motorcycle trailer?	✓ Yes	□No
(a) How often is it used? : Monthly	* ; ;	3
(b) If one is not available, has Area budgeted for one?	Yes	□No
j. Are vehicle files logically kept and up-to-date?	✓ Yes	□No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐Yes	☑ No
(2) Does the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□No
(3) Is service up-do-date?	✓ Yes	□No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	Yes	□No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	✓ Yes	□No
(2) Are the forms filed for the life of the motorcycle?	✓ Yes	□No
I. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	✓ Yes	□No

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

P	aq	е	1	of	2
,			•		_

Command:	Division:	Chapter:
Cordelia I. F.	Golden Gate	6
Inspected by:		Date: 3/30/09
Sat. Brian Spra	ana	1

Page 1 of 2					
	r Inspections docume	on number. Under "Forwant shall be utilized to doc	ard to:" enter the nex ument innovative pra		pter
TYPE OF INSPECTION		Total hours expended inspection:	i on the	Corrective Action Plan Included	
Division Level	Level	inspection.		│	
☐ Executive Office Level		2		Attachments moldded	
Follow-up Required:	Forwa	rd to:			
☐ Yes	Due D				
Chapter Inspection:					
Inspector's Comments Rega	rding Ir	nnovative Practices	HIR CONTRACTOR OF THE CONTRACT	2810] 2 (22/2) 12 (20/2) 2 (21/	19730000
N/A		365	ž.		
Command Suggestions for S	tatewic	le Improvement:			
N/A			1111		
Inspector's Findings:					
No discrepancies noted.				ä	
Commander's Response:	Concl	ır or □ Do Not Con	cur (Do Not Cond	cur shall document basis for response	∍)
					3
Ř					
ži.					
				9	
•					
				6	
Inspector's Comments: Shall	address	non concurrence by c	ommander (e.g., f	indings revised, findings unchanged,	

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER	
Cordelia I.F.	Golden Gate	366	
EVALUATED BY		DATE	
B. Sprang		03/30/2009	*

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION ☐ Formal Evaluation ☐ Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED Correction Report Yes No	COMMANDER'S REVIEW		03/31/200	100
1. AREA ADMINISTRATION	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Is there a clear line of supervision and accountability for the	Area's fleet manageme	nt?	✓ Yes	□No
(1) Is the Area commander involved and informed?			✓ Yes	□ No
(a) Does he/she monitor involces?			☐Yes	☑ No
(2) Who is authorized to approve invoices? Solano Area	F.	×		
		8		Si
b. What is the background experience of the Automotive Techn	nician (AT)? N/A - Th	is Area does not have an .	AT	
(1) Are sufficient instructions and training provided?			☐ Yes	□No
(2) Is he/she a qualified mechanic at journey person level?			☐Yes	□ No
(3) Does he/she attend training on new model vehicles?			☐ Yes	□No
(4) Does the AT have good rapport with Area personnel and	d vendors?		☐Yes	∏ No
(5) Does the AT ensure vehicles are available at shift change	ge?		□Yes	□No
(6) Does the AT periodically attend staff meetings?			☐ Yes	□No
(7) Does the AT have ideas/suggestions for improving the p	program?		☐Yes	□No
c. How much maintenance work is being done by the AT? N//	A - This Area does not	nave an AT		
(1) Is he/she qualified to perform maintenance and minor re	epairs?		☐ Yes	□No
(a) If these duties are not being performed, why not?				
d. What other duties or responsibilities are placed on the AT?	N/A - this Area does	not have an AT		
			12.00	
2. VEHICLE USE	. EVALUATED X	ACTION REQUIRED	CORRECTE	D
a. How many "E" Class vehicles are assigned to the Area? 0.		Class E vehicles on loan	from the Solar	10 Area)

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

] Yes] Yes] Yes] Yes	No
Yes Yes Yes Yes Yes Yes Yes Yes Yes ORRECTED	□ No
Yes Yes Yes Yes Yes Yes Yes ORRECTED	☑ No☑ No☑ No☑ No☑ No☑ No
Yes Yes Yes Yes Yes Yes ORRECTED	□ No ☑ No ☑ No □ No □ No
Yes Yes Yes Yes ORRECTED	☑ No☑ No☐ No☐ No
☑ Yes ☑ Yes ☑ Yes	No No
7 Yes 7 Yes ORRECTED	□ No
7 Yes 7 Yes ORRECTED	□ No
7 Yes 7 Yes ORRECTED	□ No
7 Yes 7 Yes ORRECTED	□ No
7 Yes 7 Yes ORRECTED	□ No
7 Yes 7 Yes ORRECTED	□ No
✓ Yes orrected	□ No
ORRECTED	
ORRECTED	
] Yes	☑ No
Yes	✓ No
Yes	☑ No
☐ Yes	☑ No
he Solan	o Area, on
ge Manag	gennent.
☑ Yes	□ No
☑ Yes	□ No
Yes	☑ No
4h	
1100000	
	7.50790000-1777-150
	☑ No
ih V	ne Solan e Manag TYes

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

		The state of the s	The second secon
Ç.	Are reasonable numbers of parts/supplies stocked?	☐Yes	□ No
	(1) Are there obsolete parts on hand?	☐ Yes	□No
d.	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	☐ Yes	□No
е.	Are adequate records maintained for tires, and are all tires accounted for?	☐Yes	□ No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	☐ Yes	□No
/21	(2) Are proper guidelines in place for record keeping?	☐ Yes	□No
Hills.	(a) Are records reviewed by management?	Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?	☐Yes	□ No
	(a) How are tires stored?		· · · · · · · · · · · · · · · · · · ·
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	☐ Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires?	□Yes	□No
	(6) Does it appear tires are being replaced prematurely?	Yes	□No
	(7) Are adequate records maintained for used tires?	☐ Yes	□ No
	(a) Is the disposition of used tires within policy?	☐Yes	□ No
f.	How are old tires/batteries disposed of?		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	□Yes	□ No
	(2) Are either tires or batteries being traded to offset installation costs?	☐ Yes	□ No
	(3) Are the provisions of any tire or battery disposal contract being met?	☐ Yes	□ No
g.	Are Material Safety Data Sheets (MSDS) posted as required?	☐Yes	□ No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	☐ Yes	□ No
h,	Has the quarterly count of parts, tires, accessories and supplies been conducted?	Yes	□ No
	(1) Who conducted the count?		- William III
7. FU	EL DISPENSING FACILITY EVALUATED N/A ACTION REQUIRED	CORRECTE	D
	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	☐ Yes	□ No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies?		
		moin-misseoir	
(8)	(a) Is self-service or full-service used?		2

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

8. SAFETY	EVALUATED As applicable	ACTION REQUIRED	CORRECTED	
a. Does the Area conduct an inspection of the facility twic		azards?		□No
(1) Are the AT's work areas inspected?			Yes	□No
b. Are there possible unsafe conditions within the AT's wo	rk areas?	VALUE AND	☐ Yes	□ No
(1) Is the shop floor clean and free of any spills?	de la companya de la		☐ Yes	□No
(2) Are electrical cords or hoses posing a hazard?			☐ Yes	□No
(3) Are fire extinguishers charged, inspected and of the	e proper type?		☐ Yes	□No
(4) Are any batteries leaking or stored improperly?			☐Yes	□ No
(5) Are there loose items on the floor?			☐ Yes	□No
(6) Is the bench grinder firmly affixed, and are there sa	ifety glasses available?		Yes	□ No
(a) Are they worn by the AT?			☐ Yes	□ No
(7) Is the battery charger in a safe place?			☐ Yes	□No
(8) Are masks available for AT's to wear when servicing	g brakes?		☐ Yes	□No
(a) If yes, are they worn?			☐ Yes	□No
(9) Are jack stands properly utilized?			☐ Yes	□No
c. What is the Area occupational safety record as it relates	s to fleet management?			*
(1) Have any injuries been prevented with an improved	d safety awareness program?			
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED N/A	ACTION REQUIRED	CORRECTED)
a. Are fleet records logically filed?	a farthan an a		☐Yes	□No
(1) Are they conveniently located and available to the	AT and supervisor?		☐ Yes	□No
(2) Do files contain all required documents?			☐ Yes	□No
(a) If documents are not in files, where are they lo	cated?	····		
		£		
b. Do the Fleet Focus (FF) documents comply with the ins	tructions in HPM 31.1, Fleet	Operations Manual?	☐Yes	□ No
(1) Are documents legible and complete?			Yes	□ No -
(2) Who reviews the FF reports?				
(3) How is the information used in Area's fleet adminis	ration?			
			- Indian	
c. Is the CHP 424 current?			☐ Yes	□ No
(1) Does the CHP 424 reveal any unusual repair patter	ns or duplicate services?		Yes	□ No -

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(1) Is there a Defensive Rider Program?	☐ Yes	□No
(2) Is there a sufficient number of CMTOs?	☐ Yes	□No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	Yes	□No
(a) Are mandatory exercises being conducted?	☐ Yes	□No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□ No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	☐ Yes	□ No
(2) Is the repair person proficient?	☐ Yes	□No
(3) Is service available on weekends?	☐ Yes	□No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
(5) Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□ No
(6) Are any repairs being done by riders?	☐Yes	□No
(7) Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
. Is there adequate space to park and/or store motorcycles?	Yes	□ No
(1) Is safety compromised?	☐Yes	□No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	Yes	□No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
(4) Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
(a) Has it been inspected and approved?	☐ Yes	□No
(b) Are records of the approval on file?	☐ Yes	□No
Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	☐Yes	□No
(1) Do equipment and accessory times comply with departmental regulations?	☐ Yes	□No
(2) Is there ample supply available?	☐Yes	□No
(3) Are spare tires available?	☐ Yes	□No
(4) Is a battery charger available?	☐ Yes	□No

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Division:		Chapter:
Marin Area	Golden Gate	Fleet Management
Inspected by:		Date:
Sergeant G. C	Dsuna	May 12, 2009

number of the inspection in the Chashall be routed to and its due date.	apter Inspection number. Under "I This document shall be utilized to	boxes as necessary, or fill in the blanks as indicationward to: enter the next level of command who document innovative practices, suggestions for be used to appeal findings. A CHP 51 Memora	ere the document r statewide	
TYPE OF INSPECTION ☐ Division Level ☐ Command Level ☐ Executive Office Level Follow-up Required: Forward to: ☐ Golden Gate Division ☐ Yes ☐ No ☐ Due Date: May 15, 2009		☐ Corrective Action Plan Included ☐ Appeal Included		
		Commander's Signature:	Date: May 12, 2009	
Chapter Inspection: Inspector's Comments Reg None.	arding Innovative Practic	es:		
	Otata vida languamenti		ží	
Command Suggestions for	Statewide improvement.			
None.			N	

Inspector's Findings:

This inspection revealed that the last three auto technician have formulated their own tool inventories over the years'. The current tool inventory list is quite detailed, but lacks the small socket sets by size, as the previous inventory. This inspection also pointed out that there has not been a physical inspection since December of 2007. This inspection was completed by Sergeant Osuna and AT De Cases prior to his transfer. He was replaced in January of 2008 by our current AT Richard Reed. This inspector could not locate a current suspended annual tool inventory file, for the next annual inspection.

The Area will conduct an Annual Tool Inventory by July 1, 2009 and a Tool Inventory suspense form will be suspense annually.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Division: Chapter: Fleet Management
Inspected by: Date:
Sergeant g. Osuna May 12, 2009

Page 2

Commander's Response:

Inspector's Comments:

Required Action

Corrective Action Plan/Timeline

Took INDENTUNY BY 7-1-09

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Division: Chapter:
Marin Area Golden Gate Fleet Management
Inspected by: Date:
Sergeant G. Osuna May 12, 2009

Page 3

3-22-3-2-2-2-2-1-1-1-1-1-1-1-1-1-1-1-1-1	
Appeal Process: (Appeals shall be filed within five (5) business days of t	ne completed chapter inspection).
	(A. 1000) (1) 1-3 (2) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1
Commander's Basis for Appeal:	and the second s

Appeal Review/Decision: (This shall be the only level of appeal).

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Lead Inspector's Signature:	Date:
Sellet & Jo	May 12, 2009
Responding Commander's Signature (for appeal):	Date:
Tresponding Commentation Confidence (10 September 1)	Manager Control

CHP 453F (Rev. 6-06) OPI 009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

9	TYPE OF EVALUATION	The period period and the experience	SUSPENSE DATE	,	nosta-w-	
	Formal Evaluation	✓ Informal Evaluation			DAYE	
1	FOLLOW-UP REQUIRED	☐ Correction Report	COMMANDER'S RÉVIEN	ullella	100 March	1205
1	1. AREA ADMINISTRATIO	NC	03/18/2009	ACTION REQUIRED	CORRECTE)
	a. Is there a clear line	of supervision and accountability for the	Area's fleet manageme	nt?	✓ Yes	□ No
***	(1) Is the Area com	mander involved and informed?		**************************************	✓ Yes	□No
***	(a) Does he/sh	e monitor invoices?	1		☐ Yes	☑ No
-	(2) Who is authorize	ed to approve invoices? Administrative	ve Lieutenant			
-			×			
	b. What is the backgrou	und experience of the Automotive Techr	nician (AT)? 27 years o	of experience with the CH	P. Twenty-F	ive (25) years
	as an Automotive To	echnician and two (2) as a Maintenance	Worker.			
	(1) Are sufficient ins	tructions and training provided?		111000-1-11-1120	✓ Yes	□ No
-	(2) Is he/she a quali	fied mechanic at journey person level?				□ No
77	(3) Does he/she atte	end training on new model vehicles?				□ No
-	(4) Does the AT have	re good rapport with Area personnel and	d vendors?		☑ Yes	□ No
17	(5) Does the AT ens	ure vehicles are available at shift chang	ge?			□No
	(6) Does the AT per	iodically attend staff meetings?		The state of the s	Yes	☑ No
•	(7) Does the AT hav	e ideas/suggestions for improving the p	program?	The state of the s	☑ Yes	□ No
	c. How much maintenar	nce work is being done by the AT? The	e AT performs all main	enance work and sends w	varranty work	, some
	mechanical part repa	ir and body repair and painting to outsi	de vendors.			
	(1) Is he/she qualifie	d to perform maintenance and minor re	pairs?		✓ Yes	□ No
	(a) If these dutie	es are not being performed, why not?				<u> </u>
537						···
	d. What other duties or r	responsibilities are placed on the AT?	Fleet maintenance, Fle	et Focus, ordering parts a	nd supplies	
			FVALUATED	ACTION REQUIRED	CORRECTED	
	VEHICLE USE		03/18/2009			
	a. How many "E" Class	vehicles are assigned to the Area? 22	"E" Class Vehicles			

FLEET MANAGEMENT

CHP 453F (Rev. 6	-06) OPI 009
------------------	--------------

	(1)	Is there an unmarked patrol vehicle assigned for the comma	inder?	Million and an arminest and all the second	✓ Yes	□ No
	(2)	If the number of vehicles assigned is in excess of the formul	a, what justification ha	as been made? Not in	excess	
b.	Аге	e there procedures in place to ensure there are sufficient vehic	cles available at the be	eginning of each shift?	[∕] Yes	□ No
	(1)	Are officers allowed to perform minor corrections in order to	keep the vehicles on	the road?		□ No
	the grade	(a) Is there a supply of tools and minor equipment available	?		✓ Yes	☐ No
C.	Wh	nat is the justification for any vehicle kept at employees homes	after duty hours? N	one		***************************************
d. 1	Vh	no does the commander allow to ride in vehicles? Cadet Ride	-A-Longs, Dispatcher	rs, People in the hiring p	rocess, Repo	orters, DA's.
((1)	Do supervisors use the CHP 428, Release and Waiver of Lia	ability?		✓ Yes	□ No
		(a) Is the CHP 428 kept for the appropriate period of time?			Yes	□ No
. SEF	·VI	CE ARRANGEMENTS	03/18/2009	ACTION REQUIRED	CORRECTE	3
a. \	٧h	at vendors are being used for servicing or repairing vehicles?	Novato Ford, Hill T	op Ford		
(1)	Are they authorized dealers?				□ No
(:	2)	What process was used in selecting a service vendor? 'Tho	ere is only two qualifi-	ed Ford Dealers in the ar	rea to do wa	rranty work
~~~						
(:	3)	What are the hourly rates being charged? \$125.00 minus 15	% = \$106.25 per hou	rs. No additional charge	after 4 hou	rs. (\$140.00
		(a) Are discounts given on parts?			✓ Yes	□No
(4	4)	Has the command shopped for the most cost effective vendo	ors?	- India volume - India	✓ Yes	□No
( <u></u>	5)	Does the Area constantly change vendors, or work out proble long-term relationships?	ems in order to mainta	in good	✓ Yes	□No
(6	3)	Does the AT adhere to policy in HPM 11.2, Materials Manage	ement Manual, when	making purchases?	✓ Yes	□ No
b, If	ve	hicle availability has been a problem, has Area experimented	with weekend mainte	nance?	☐ Yes	☑ No
(1	1)	What percentage of the fleet is needed on weekends? 55% of	of the fleet			
(2	2)	Are there shortages of vehicles on Mondays?			☐ Yes	☑ No
(3	3)	If more than one AT, are their hours/days scheduled most eff	ectively?		✓ Yes	∐ No
	-	(a) Is overtime needed for maximum enforcement periods?		(34Man)	☐ Yes	✓ No
c. A	ге р	provisions adequate to ensure regular washing of vehicles?		Manager of the Control of the Contro	✓ Yes	□ No
	_	How are interiors cleaned? Vacuumed at the car wash or by	y officers at the Area	office. Detailing is also	available at	the
	-	contracted ear wash for emergency incidents.	· · · · · · · · · · · · · · · · · · ·	A Service of the Control of the Cont		
	***					
				کنان نیا آیا به دارست مداد کننده این بیشتری		

### FLEET MANAGEMENT

CHP 453F	(Rev.	6-06)	OPI	009
----------	-------	-------	-----	-----

			***************************************	
(2) Is the Area's vehicle washing procedure practical and e	conomical?		☑ Yes	□ No
(a) Is excessive officer time used to wash vehicles?			☐ Yes	✓ No
(3) Is there more than one car wash facility available?	***************************************		☑ Yes	□ No
(4) Are vehicles being excessively washed or detailed?			☐ Yes	☑ No
(5) Does the Area have a maintenance worker or janitor wa	ash cars?		☐ Yes	☑ No
(6) Is there any other program that can be of assistance in	washing cars?		☐ Yes	☑ No
d. How do officers report defective equipment? On a clip box	ard next to the patrol ve	hicle key board and check	ed Monday tl	nru Friday.
(1) Who is authorized to declare a vehicle unsafe for patrol	? The AT or the author	orized Ford dealer.		_
	***************************************			
(a) Who determines when a vehicle is safe after repair	or checking of defects?	AT or the Ford dealer		
(b) Does he/she sign off the report form and indicate w	hat has been done?		☑ Yes	□ No
(c) Is this system effective?			✓ Yes	□No
(d) How long are records kept? The life of the vehicle	at the Area, plus 3 year	·s.		
(e) Is there a system in place to check vehicles for defe	ects after high speed pu	rsuits?	✓ Yes	□No
4. MILEAGE MANAGEMENT	03/24/2009	ACTION REDUIRED	CORRECTED	,
a. Does Area have a system to ensure equitable mileage accur		)	✓ Yes	□No
(1) Are vehicles run out in the same order they are received	l?		✓ Yes	□No
(2) Is there an appropriate spread of odometer readings so	that vehicles are run ou	t at regular intervals?	✓ Yes	□No
(a) If not, can adjustments be made to accomplish this	?		Yes	□No
b. How are adjustments to mileage accomplished? If a patrol	vehicle is too low on m	iles, the Area assigns that	to be run all	shifts as a
Pool Car. If too high, the patrol vehicle is limited to assign	nent only.			
(1) Do field supervisors and officers understand their respor	nsibility in vehicle assigr	ments?	✓ Yes	□No
(2) Does the AT understand what is required?	1.2.11.10.10.10.10.10.10.10.10.10.10.10.10.	THOUSAND H. T.		□ No
(3) Does the Area have a "personalized vehicle assignment	" program?		✓ Yes	□No
(a) If so, how does it effect mileage averaging? It has	little effect on the fleet	average, even though the	y are assigne	d to specific =
officers, they are used for overtime details and by	others officers when po-	ol cars are no available.		
c. How does the Area project run outs? By mileage. At 95.00	0 miles the AT projects	the patrol vehicle for "rui	out" and it i	is faxed to
Fleet Operations Services.				
		Index (III.)		
(1) Is FOS provided 30-45 days advance notice?			✓ Yes	□No

### FLEET MANAGEMENT

CHF 455F (Rev. 0-	30) Ol-1 009				
(2) What I	nas been the condition of vehicles returned to F	OS? Good Condition			
(3) Are the	e right equipment options completed?		LACTION REQUIRED	✓ Yes	□ No
5. AUTOMOTIVE	WORK AREA/EQUIPMENT	03/24/2009	ACTION REQUIRED	CORRECTE	
a. Is there add	equate space and comfort in the AT office?				□ No _
(1) Is the	office arranged neatly, and are all bulletins and	manuals current?		✓ Yes	□No
(2) Does t	ne AT maintain a service and flat rate manual?			✓ Yes	□ No
b. Is the space	e for working on vehicles adequate?			✓ Yes	□No
(1) Is it cle	an and organized?			✓ Yes	□ No
c. Does the A	Γ have the supply of tools listed in HPM 31.1, F	leet Operations Manual, (	Chapter 6?	✓ Yes	□ No
(1) Is there	an inventory?			✓ Yes	□ No =
(a) Wh	nen was it last checked?			✓ Yes	□No
(2) Are the	tools located where they can be easily accesse	ed by the AT when workin	g on vehicles?	✓ Yes	□No
(a) Are	they clean and properly maintained?		4	Yes	□No
(b) Ist	here security for the tools when the AT is not p	resent?	**************************************	✓ Yes	□No
(c) Wh	o has access to the tools?				□No
d. Does the Al	have the equipment necessary to perform all i	required tasks?		☐ Yes	☑ No
(1) If not, h	as it been budgeted for and/or ordered?			Yes	□No
e. Is the equip	ment neat, clean and in good repair?			✓ Yes	□No
(1) Have re	placements been planned and budgeted for?			✓ Yes	□ No
f. Are there add	ditional tools or items of equipment needed?		A CONTRACTOR OF THE CONTRACTOR	✓ Yes	□No
(1) Could th	ne AT be more effective if they were available?			✓ Yes	□No
(2) Can the	y and/or have they been requisitioned or reque	sted?			□No
6. TIRES, PARTS	AND SUPPLIES	6VALUATED 03/25/2009	ACTION REQUIRED	CORRECTED	
a. Is the space	provided for parts and supplies adequate?			✓ Yes	□ No
(1) If not, ca	n more space be provided?			☐ Yes	☑ No
(2) Is the sp	ace neatly and logically organized?			✓ Yes	□No
(3) Is there	adequate security?			✓ Yes	□No
(4) Who has	access to the parts/supplies? AT, assistant	to the AT, and Sergeants.	. Officer have access to o	nly a limits a	mount of
supplies			CANONIA (CARONI) COMO CONTRACTO		
	eries stored in a dry location, off the cement flo	or?			□No
b. Are automoti	ve parts and supplies inventoried and maintain	ed in Fleet Focus (FF) as	required?		□No

### FLEET MANAGEMENT

CHP 453F (Rev. 6-	-06) OPI 009
-------------------	--------------

C/IF 4331 (1/84: 0-00) OF 1 000		
c. Are reasonable numbers of parts/supplies stocked?		□No
(1) Are there obsolete parts on hand?		□No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installa	ation?	□No
e. Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	☑ Yes	□No
(2) Are proper guidelines in place for record keeping?		□No
(a) Are records reviewed by management?		□No
(3) Are tires properly safeguarded from theft or misuse?		□No
(a) How are tires stored? Chained on storage rack and locked in cargo shed.	and San Paril Street Co.	un a mail international con
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	□No
(5) Does Area provide motorcycle vendors with a stock of tires?	☐ Yes	☑ No
(6) Does it appear tires are being replaced prematurely?	☐ Yes	☑ No
(7) Are adequate records maintained for used tires?	✓ Yes	□No
(a) Is the disposition of used tires within policy?		□No
f. How are old tires/batteries disposed of? Replaced by vendor, no current contract in place for disposal.		***************************************
		_1
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	☐ Yes	☑ No
(2) Are either tires or batteries being traded to offset installation costs?	✓ Yes	□No
(3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□No
g. Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□No
(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□ No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?		□No
(1) Who conducted the count? AT and Administrative Lieutenant on 1/28/2009. All items were physic	ally inventoried a	nd accounted
for by using Fleet Focus.		
	TORRECTED	
FUEL DISPENSING FACILITY  EVALUATED  03/25/2009	CORRECTES	
Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	✓ Yes	□No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	The use of the Voy	vager Credit
Card		
(a) Is self-service or full-service used? Self Service		

STATE OF CALIFORNIA

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

	(2) Is there a written policy, and is it complied with?	√ Yes	□No
300000	b. (s the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	✓ Yes	□No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
*****	(3) Is the break-away coupler installed?	✓ Yes	□ No
_	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	√ Yes	□No
-	(5) Is there a clean oil storage rack?	√ Yes	□ No
_	(6) Is the lighting adequate?	√ Yes	□No
*******	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☑ Yes	□ No -
	(8) Have problems been reported to Facilities Section?	✓ Yes	□No
	c. Is there an adequate amount of supplies available to officers?	☐ Yes	□ No
	d. Who fuels the vehicles? ()fficers		
-	(1) Are fluids and tires checked during fueling?	✓ Yes	□ No
(	e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	√ Yes	□ No
	(1) Are pump meters and the storage tank properly safeguarded?	Yes	□ No
	(2) Who has access to the keys to lock the meters and the storage tank? AT, Assistant AT, Sergeants and Ot	licers	AND THE STATE OF T
(*)	(3) Is gasoline measured before and after deliveries?	🛭 Yes	□No
f	. What method is used to log fuel and oil used in individual vehicles? Daily gas logs and CHP 33D		
			-
	(1) Are records maintained as required?	✓ Yes	□ No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? The daily log is re-calculated and all	patrol veh	icle's are
	checked. Usually an officer has forgotten to log number of gallons pumped on the daily log.		
9	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□ No
	(1) When was the pump meter last checked for accuracy? ()7/()1/2()09		
-			
h	. Is there a contract for fuel?	✓ Yes	□ No
	(1) How often is the fuel supply replenished? Once each month		wewwellow in the
*****	(2) At what level is it refilled? 1, 500 gallons /10,000 gallon tank		19-20
i.	How does the Area secure the fuel pumps when they are not in use? Area uses pad locks, each pairol vehicle has	a key on i	ts ring.
	(1) Is the system adequate?	✓ Yes	□ No
	(2) Is it utilized by all personnel?	✓ Yes	□No
		-	

Destroy Previous Editions

### FLEET MANAGEMENT

	Control of the contro	ACTION PEON ROCK	CORRECTE	D
8. SAFETY	03/25/2009	ACTION REQUIRED	Connecti	
a. Does the Area conduct an inspection of the facility twice e	ach year to detect safety ha	zards?	[] Yes	□No
(1) Are the AT's work areas inspected?			✓ Yes	□No
b. Are there possible unsafe conditions within the AT's work	areas?	1167-111-115, 4169-110	☐ Yes	☑ No
(1) Is the shop floor clean and free of any spills?			✓ Yes	□ No
(2) Are electrical cords or hoses posing a hazard?		now we will be a second status.	☐ Yes	☑ No
(3) Are fire extinguishers charged, inspected and of the p	roper type?		✓ Yes	□No
(4) Are any batteries leaking or stored improperly?			☐ Yes	☑ No
(5) Are there loose items on the floor?			☐ Yes	☑ No
(6) is the bench grinder firmly affixed, and are there safet	y glasses available?		✓ Yes	□ No
(a) Are they worn by the AT?			✓ Yes	□No
(7) Is the battery charger in a safe place?			✓ Yes	□ No
(8) Are masks available for AT's to wear when servicing b	rakes?		✓ Yes	□No
(a) If yes, are they worn?			☐Yes	☑ No
(9) Are jack stands properly utilized?			✓ Yes	□ No
c. What is the Area occupational safety record as it relates to	fleet management? Good,	only one incident in 5	years involvi	ing moving of
wrecked vehicles with a floor jack. The Area purchased "	Go Jacks" to make it easier	to move vehicles.	on to be a second walle	-
(1) Have any injuries been prevented with an improved sa	fety awareness program?		✓ Yes	□ No
9. VEHICLE RECORDS AND MAINTENANCE	03/25/2009	ACTION REQUIRED	CORRECTED	o 
a. Are fleet records logically filed?				□ No
(1) Are they conveniently located and available to the AT a	and supervisor?		✓ Yes	☐ No
(2) Do files contain all required documents?		over the second sec	✓ Yes	□No
(a) If documents are not in files, where are they locate	:d?		***************************************	
b. Do the Fleet Focus (FF) documents comply with the instruc	tions in HPM 31.1, Fleet Op	erations Manual?	✓ Yes	□No
(1) Are documents legible and complete?			✓ Yes	□No
(2) Who reviews the FF reports? AT and Administrative I	.icutenant	12.400.200.200.000		
(3) How is the information used in Area's fleet administration	on? The Area is able to me	nitor fleet operations.	fleet activity.	inventories
and cost management.				
c. Is the CHP 424 current?			✓ Yes	□ No
(1) Does the CHP 424 reveal any unusual repair patterns of	or duplicate services?		☐ Yes	☑ No

STATE OF CALIFORNIA

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

UMP 4001	r (Rev. 0-00) Ori 009				
(2	) Have required services been done at the proper mileage?			☑ Yes	□ No
d. Is	the Area using the most effective and economical method of r	repairing/maintaining the	fleet?	✓ Yes	□No
(1	) Are hourly rates in line with prevailing rates?			✓ Yes	□ No
(2)	) Does the AT refer to manuals for invoice cost information?			✓ Yes	□ No
(3)	) is work being done by vendors that should be done by the A	\T?		☐ Yes	☑ No
(4)	) Are there any warranty problems?			☐ Yes	☑ No
	(a) If so, are they being resolved?			☐ Yes	□No
(5)	) Is the credit card being used in lieu of an invoice?			☐ Yes	☑ No
(6)	Does the commander or his/her designee review and/or app	prove invoices?		✓ Yes	□No
	(a) If so, is there a threshold limit, and how is the approval in	ndicated on the invoice?	' N/A		
			minates and the second of the		
e. Do	invoices indicate parts are being supplied by the CHP?		<u> </u>	✓ Yes	□ No
(1)	If parts are on invoices, does the vendor give a discount?		111 11 - 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	✓ Yes	□ No
f. Are	fleet operations bulletins maintained and accessible to the AT	Г?		✓ Yes	□No
O, CON	IDITION OF THE FLEET	03/25/2009	ACTION REQUIRED	CORRECTED	,
a. Usi	ing a CHP 33E, Vehicle Inspection Checklist, as a guide, are t	there any patterns or pro	blems identified?	✓ Yes	□ No
(1)	Have any unauthorized modifications been made on vehicles	s?		☐ Yes	☑ No
i. MOT	ORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED	
a. Is th	he Area commander involved and kept informed of motorcycle	e deployment, needs, pr	oblems, etc.?		□No
(1)	Are the program objectives clearly understood by the comma	nder and supervisors?			□No
(2)	Does the Area have an up-to-date SOP relating to motorcycle	e operations?			□No
b. Are	motorcycles being deployed in conformance with department	tal policy and Fleet Oper	ations Bulletins?		□No
(1)	Are motorcycles being used on beats with predominantly high	h speed problems?		✓ Yes	□No
(2)	Are motorcycles used for special duty officer transportation?			☐ Yes	☑ No
(3)	Are motorcycles parked at the Area office during vacations a	nd extended days off?		☑ Yes	□No
c. Are	Fleet Operations Bulletins pertaining to motorcycles filed toge	ether?		✓ Yes	□No
(1)	What system is in place to verify understanding and complian	nce? The bulletins are	posted on the Officer I	nformation	Board. a
····	copy is given to the AT, Motor Sergeant and all Motor Office	pers.			
(2)	Are Bulletins discussed with riders?			✓ Yes	□ No
d Mhr	at type of active safety program does the Area have? Quarter	rly training CMTO ride	-a-longs and Screeant	ride-a-long	S

СНР	453F	(Rev.	6-06)	OPL	009

	(1)	Is there a Defensive Rider Program?	✓ Yes	□No
,,,	(2)	Is there a sufficient number of CMTOs?	☑ Yes	□No
***************************************	(3)	What is the Area's safety record? The Area is consistently below Occupational Safety yearly projections.	The Area	only had onc_
100000		preventable motorcycle collision in 2008 which met the Area's year to date projection.		
<u>COMMIT</u>		(a) How does it compare with Division and statewide rates? In 2008, Golden Gate Division (GGD) also m	et their pr	ojections, but
2000		in 2009 CHP Headquarters just lowered GGD's projections for preventable motorcycle collisions from	13 to 4 in	2009.
	(4)	Does the Area conduct quarterly motorcycle training?	✓ Yes	□No
		(a) Are mandatory exercises being conducted?	✓ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	✓ Yes	□ No ·
е	, Are	emergency radio repairs made at the office or at the radio shop? At the Area by Radio Technician		
	(1)	Are the arrangements satisfactory?	✓ Yes	□No
*********	(2)	Is the repair person proficient?	✓ Yes	□ No
	(3)	Is service available on weekends?	Yes	☑ No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	☑ No
**	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	☑ No
	(6)	Are any repairs being done by riders?	Yes Yes	☑ No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	☑ No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g.	Is th	nere adequate space to park and/or store motorcycles?		□No
	(1)	Is safety compromised?	Yes	☑ No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	☑ No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	Yes	□ No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	Yes	☑ No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	□No
		(a) Has it been inspected and approved?	✓ Yes	□No
		(b) Are records of the approval on file?	✓ Yes	□No -
h.	Has appr	the motorcycle program supervisor developed a workable procedure for storing and accounting for oved supplies and equipment replacements?		□No
MOISON.	(1)	Do equipment and accessory times comply with departmental regulations?	✓ Yes	□No
	(2)	is there ample supply available?	✓ Yes	□No
	(3)	Are spare tires available?	☐ Yes	☑ No
	(4) i	is a battery charger available?	☑ Yes	□ No -

### FLEET MANAGEMENT

	(5) Is there security and an accurate inventory kept?		□No
j.	i. What arrangements have been made for servicing and repairing motorcycles? All repairs and servicing is done	by Marin	BMW an
**********	authorized dealer.		
/ 2.2000 W. W.	(1) Is it satisfactory and cost effective?		□ No
**********	(2) Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□ No =
	(3) How is repair work verified? By the vendors check list, which is visually inspected by the motor officers where the contraction of the contrac	hen the me	otoreyele is
	picked up and then by the motor sergeant.		
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☑ Yes	□ No
	(a) Is a supervisor's permíssion required?	✓ Yes	□No
	(b) Is there a SOP covering this aspect of motorcycle operation?	✓ Yes	□No
*********	(5) If not ridden, how are motorcycles transported to vendors for repairs? Motorcycle trailer		-
	(6) Does the Area have a motorcycle trailer?	✓ Yes	∏No
	(a) How often is it used? Whenever needed		
	(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j.	Are vehicle files logically kept and up-to-date?	✓ Yes	□ No
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	✓ Yes	□No
	(2) Does the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□ No
	(3) Is service up-do-date?	✓ Yes	□ No
k.	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	✓ Yes	□ No
****	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	✓ Yes	□No
	(2) Are the forms filed for the life of the motorcycle?	✓ Yes	□No
l,	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☑ Yes	□No

### COMMAND INSPECTION PROGRAM

**EXCEPTIONS DOCUMENT** 

Page 1

Command: Castro Valley	Division: Golden Gate	Chapter:
Inspected by: Sgt. S. Perea	J	Date: 03/15/2009

number of the inspection in the C	hapter inspection number. Under	boxes as necessary, or fill in the blanks as ind "Forward to:" enter the next level of command value to document innovative practices, suggestions by be used to appeal findings. A CHP 51 Memory	for statewide
TYPE OF INSPECTION			**
☐ Division Level ☒ Comma	and Level	Appeal included	
☐ Executive Office Level		Attachments Included	
Follow-up Required:	Forward to: Golden Gate Division  Due Date: 04/30/2009	Commander's Signature:	Date: 5-13-09
Chapter Inspection Six (6) Inspector's Comments Re			
No innovative prac	tices were observed		
Command Suggestions for	or Statewide Improvement		
• None.			*
Inspector's Findings:			Win - Control of the

- 1. Area Administration:
  - o b.(1): Sufficient instructions and training is provided via Fleet Operations in Sacramento via email, bulletins and the Inspector of Automotive repair.
  - b.(3): The Area Auto Technician does not attend training on new model vehicles, however he receives bulletins and emails which update and keep him current with all issues regarding new model vehicles.
  - o The Area AT relayed that he currently does not have any ideas to enhance the program, however, in the past when he has made mention of a new or innovative idea and/or concern that he is well received by Fleet Operations personnel. He feels that there is great on going communication and feed back when it is required.
- 3. Service Arrangements:
  - o (5): The Area AT makes every attempt to "spread the wealth" when dealing with vendors. He feels he has great communication with vendors and is successful in dealing with any concerns or problems at the lowest level and in an efficient manner.
- 5. Automotive Work Area/Equipment:
  - o a. The automotive shop is poorly insulated and provides no heat.

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2

Command: Castro Valley	Division: Golden Gate	Chapter:
nspected by: Sqt. S. Perea		Date: 03/15/2009

o b. The Area's automotive shop space is inadequate to work on vehicles, however the AT effectively utilizes the Hayward Area which is adequately equipped to work on vehicles.

c.(1)(a)(2): The Area AT has all of the tools listed in HPM 31.1 as well as additional tools that were purchased by the previous AT. An inventory of the standard tools was completed as well as all additional tools which are above and beyond what is required. Last checked during this inspection. All employees have access to the tools necessary to assist in minor repairs; tire changes, oil, etc..

o d.(1): The Area does not have a vehicle lift, compressor, wheel balancer etc.. These items have not been budgeted due to no space available and the fact that the AT effectively utilizes the Hayward Area which has all of these tools and equipment.

o f.(1): As mentioned earlier, the Area could use the tools mentioned above however there is no room for these items. Technically the AT would be more efficient by having these tools at the Area which would allow him to stay at the Area as opposed to having to travel to the Hayward Area for all required maintenance on the vehicles. In the event the Area is moved into a permanent facility, these items would be requested.

• 6. Tires Parts and Supplies:

- o a.(1): Space at the Area is not adequate and no more space can be provided for parts and supplies. All parts and supplies are kept at the Hayward Area.
- o g. The Area does not have the required Material Safety Data Sheets (MSDS) posted as required. The Area will correct this within 30 days.
- h.((1): The Area AT conducts weekly counts of parts, tires, accessories and supplies which should be counted by someone other than the individual responsible for receiving such items into inventory.
- 7. Fuel Dispensing Facility: Area does not have a fuel facility. Area contracts with Alameda County to fuel vehicles. Newer "E-85" vehicles are being fueled at the only local gas station that has "E-85" fuel available.
- 8. Safety. Due to the fact that the Area's shop is shared and is accessible to all employees, care must taken while walking within the shop due to boxes stacked which could pose a trip hazard.
  - o b.(5): The Area's automotive shop is also used for storage of boxed/supplies which in many cases are stacked on the floor.
  - b.(6)(a)(7): Although the Area does not have a bench grinder or a battery charger, the AT does use safety glasses to use these pieces of equipment at the Hayward Area.

#### 9. Vehicle Records and Maintenance

o e.(1): Invoices do not indicate parts are being supplied by the CHP because the Area does not supply any parts thus the vendor does not give a discount.

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3

Command: Castro Valley	Division: Golden Gate	Chapter:
Inspected by: Sqt. S. Perea		Date: 03/15/2009

### 11. Motorcycles

o b.(3)Storage: Area assigned motorcycles are not parked at the Area office during vacations and extended days off.

o d.(2)CMTO: Area does not currently have any CMTO Riders, however the Hayward Area

assists by providing CMTO's whenever necessary.

g. Parking: As mentioned above, the Area is not equipped to store motorcycles for a long term period, however on a daily basis motorcycle safety as it relates to parking is not comprised.

o g.(5)(a)(b): Based on conversations with the two motor Officers at the Area, an inspection of their respective garage/storage facility was conducted during their "break in" phase of motorcycle training. However, there is no documentation to support this and thus the Area shall do the inspection within 30 days which will be documented in a memo and preserved

the employees personnel file.

o i.(4)(a)(b): Although the Area has current SOP in regards to motorcycle operations by Officers, there is no SOP as it relates specifically to repairs. The Area currently has a standing, unwritten \$1,000.00 threshold limit on repairs that the Officer and/or the AT may approve. Anything above this amount must be approved by management and Fleet Operations. Area will update Area SOP within 30 days.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT Page 4

Command: Castro Valley	Division: Golden Gate	Chapter:
nspected by:	Golden Cate	Date: 03/15/2009
Sgt. S. Perea		03/13/2003

### Commander's Response:

- Automotive Work Area/Equipment: All additional tools will be inventoried. The inventory was completed by May 7, 2009.
- Motorcycle Storage: The Castro Valley does not have covered, secured storage for the three motorcycles assigned to the Area. As a result the assigned motorcycle riders have been allowed to store their motorcycles at home during vacations and extended periods of time off. In the event the Castro Valley Area obtains a new facility with adequate covered storage the motorcycles will be stored at the Area as required.
- Tires, Parts and Supplies: Area will post the required Material Safety Data Sheets (MSDS) within 30 days.
- Motorcycles: Area shall inspect the garage/storage areas of the motor Officers resident and document via memo within 30 days.
- Motorcycles: Area shall update and make current the Area SOP in regards to a \$1,000.00 threshold limit on repairs that the Officer and/or the Auto Tech may approve. Anything above this amount must be approved by management and Fleet Operations.

### Inspector's Comments:

It is the opinion of the Inspector that the reviewer of this document should understand the unique dynamics surrounding the Castro Valley Area office, specifically the Auto Tech's working area. Currently the Auto Tech has a garage which does not have a lift, not to mention enough room to park just one patrol vehicle. The Auto Tech's garage accommodates the Area's supplies, as well as his desk/working area. The Area recognizes the fact that the Area AT is forced to work with very limited space and does a great job of time management by utilizing the Hayward Area as a resource for large maintenance projects. The AT is also very organized and handles invoices/reporting requirements in a very timely manner.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT
Page 5

Command: Castro Valley	Division: Golden Gate	Chapter:
Inspected by: Sgt. S. Perea		Date: 03/15/2009

Required Action	
Corrective Action Plan/Timeline	
Name of the Control o	
<ul> <li>A complete tool inventory was completed on May 7, 200</li> </ul>	₩.
Appeal Process: (Appeals shall be filed within five (5) business days of the	ne completed chapter inspection)
Commander's Basis for Appeal:	NAME OF TAXABLE PARTY OF TAXABLE PARTY.
Commander's Basis for Appeal.	
Appeal Review/Decision: (This shall be the only level of appeal).	
	×
	× ×
	w.
-Lead Inspector's Signature:	Date:
ten	5-13-09
Responding Commander's Signature (for appeal):	Date:

STATE OF CALIFORNIA  DEPARTMENT OF CALIFORNIA HIGHWAY PATRO	N.	AREA	DIVISION	NUMBER	
AREA MANAGEMENT EVA		Castro Valley	Golden Gate		
FLEET MANAGEMENT		BVALUATED BY	Lucial Control	DATE	
CHP 453F (Rev. 6-06) OPI 009		Sgt. Steve Perca			
INSTRUCTIONS: Indicate items form is used as a Correction Reindividual items with "yes" or "no can be placed on the CHP 454, accomplishments or corrective a form can be completed in pen or	port, the "Correction" box shoul " answers, or fill in the blanks a Area Management Evaluation S actions, unresolved items, probl	d be initialed and da as indicated. If addition Supplement. The Su ems or progress, and	red as deficiencies are mal comments are nec pplement should includ I the evaluator's overal	corrected essary, th le significa	. Answer ne information ant findings,
TYPE OF SVALUATION	nal Evaluation	SUSPERSE DATE			
FOLLOW-UP REQUIRED	☐Correction Report	COMMANDER'S REVIEW		DATE	
☐ Yes ☑ No	BY				3.09
1. AREA ADMINISTRATION		Y'es	ACTION REQUIRED	CORRECTE N/A	u
a. Is there a clear line of supervi	sion and accountability for the Are	a's fleet management?		✓ Yes	□No
(1) Is the Area commander in	nvolved and informed?		Accession to the same of the	☑ Yes	□ No
(a) Does he/she monitor	invoices?			✓ Yes	□ No
(2) Who is authorized to appr	rove invoices? Lt. or Capt.				
b. What is the background exper	ience of the Automotive Technicia	n (AT)? Journeymen	for 18 years in the private	sector.	
			La caracteria exercicación		
(1) Are sufficient instructions	and training provided?	SEE ATTACHE	D	☑ Yes	□ No
(2) Is he/she a qualified mech	nanic at journey person level?	January and the second			□ No
(3) Does he/she attend training	ig on new model vehicles?	SEE ATTACH	<u>65</u>	Yes	☑ No
(4) Does the AT have good ra	apport with Area personnel and ver	ndors?		✓ Yes	□ No
(5) Does the AT ensure vehic	les are available at shift change?			☑ Yes	□ No
(6) Does the AT periodically a		21		Yes	☑ No
(7) Does the AT have ideas/suggestions for improving the program?			<u>694.</u>	Yes	☑ No
c. How much maintenance work is	s being done by the AT? 100%		and the second s		
(1) Is he/she qualified to perfo	rm maintenance and minor repairs	6?		☑ Yes	□No
(a) If these duties are not	being performed, why not?				
d. What other duties or responsible	lities are placed on the AT? Liai	son with Senior Volun	teers. Radar trailers, invo	ices for re	pair.
	T	1101.00			
VEHICLE USE		Yes	No	N/A	7014312420
a. How many "E" Class vehicles a	re assigned to the Area? 16				
Annie de la company					THE RESERVE OF THE PERSON NAMED IN

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

(1) Is there an unmarked patrol vehicle assigned for the comm	mander?			□No
(2) If the number of vehicles assigned is in excess of the form		has been made? Based	on conversa	tion with Fleet
Operations no formula exists currently,				
b. Are there procedures in place to ensure there are sufficient vel	hicles available at the	e beginning of each shift?	☑ Yes	□ No
(1) Are officers allowed to perform minor corrections in order t	to keep the vehicles	on the road?	✓ Yes	□ No
(a) Is there a supply of tools and minor equipment availab	ole?		☑ Yes	□No
c. What is the justification for any vehicle kept at employees home	es after duty hours?	The only justification at the	ne Area is fo	r any
motorcycle rider for their motors to be kept at home.				
d. Who does the commander allow to ride in vehicles? Voluntee	rs, ride a longs, Offic	eers. Sergeants. In Custodic	s. motorists	given rides.
(1) Do supervisors use the CHP 428, Release and Waiver of L	_iability?		☑ Yes	□ No
(a) Is the CHP 428 kept for the appropriate period of time	?		☑ Yes	□No
3. SERVICE ARRANGEMENTS	Yes	No REQUIRED	CORRECTE N/A	
(1) Are they authorized dealers?	and the second s			□ No
(2) What process was used in selecting a service vendor? (3)	hecked for most loca	d companies.		
(3) What are the hourly rates being charged? \$126.00			···	
(a) Are discounts given on parts?			☐ Yes	☑ No
(4) Has the command shopped for the most cost effective vend	dors?		✓ Yes	□ No
(5) Does the Area constantly change vendors, or work out problems long-term relationships?		ntain good rTACAEO	✓ Yes	□No
(6) Does the AT adhere to policy in HPM 11.2, Materials Manag	gement Manual, whe	n making purchases?	√ Yes	□ No
b. If vehicle availability has been a problem, has Area experimente	ed with weekend mai	ntenance?	☐ Yes	□ No
(1) What percentage of the fleet is needed on weekends? 45%				
(2) Are there shortages of vehicles on Mondays?			☐ Yes	☑ No
(3) If more than one AT, are their hours/days scheduled most e	ffectively?	3/	Yes	□No
(a) Is overtime needed for maximum enforcement periods?	)		☐ Yes	☑ No
c. Are provisions adequate to ensure regular washing of vehicles?			✓ Yes	□ No
(1) How are interiors cleaned? By the Officers and AT.				
	and the second second second		m	
110191				

### AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) Is the Area's vehicle washing procedure practical and	economical?		✓ Yes	□ No
(a) Is excessive officer time used to wash vehicles?			☐Yes	☑ No
(3) Is there more than one car wash facility available?	- All Survey of the Survey of		✓ Yes	□ No
(4) Are vehicles being excessively washed or detailed?			Yes	☑ No
(5) Does the Area have a maintenance worker or janitor w	vash cars?		Yes	☑ No
(6) Is there any other program that can be of assistance in	washing cars?		☐ Yes	☑ No
d. How do officers report defective equipment? Area defecti	ive vehicle sheet whic	h is located on the wall next	to the AT's c	office.
Vehicle keys are also tagged and attached to this sheet.	· · · · · · · · · · · · · · · · · · ·			4
(1) Who is authorized to declare a vehicle unsafe for patro	l? Officers, Sergean	ts. A7.		
(a) Who determines when a vehicle is safe after repair		s? AT.		
(b) Does he/she sign off the report form and indicate v	what has been done?		✓ Yes	□ No
(c) Is this system effective?	and the second second		✓ Yes	□ No
(d) How long are records kept? Life of vehicle.		Management of the Assessment o		
(e) Is there a system in place to check vehicles for def			✓ Yes	□ No
MILEAGE MANAGEMENT	Yes Yes	No REQUIRED	N/A	D
a. Does Area have a system to ensure equitable mileage accu	mulation on all vehicle	s?	✓ Yes	□ No
(1) Are vehicles run out in the same order they are received	d?		☑ Yes	□ No
(2) Is there an appropriate spread of odometer readings so	that vehicles are run	out at regular intervals?	☑ Yes	□No
(a) If not, can adjustments be made to accomplish this	?	40.5	☐ Yes	□No
b. How are adjustments to mileage accomplished? Mileage of	checked daily/monthly	and changes made according	igly. Vehicle	es are
reassigned based on low mileage and ordered to be used.				
(1) Do field supervisors and officers understand their respon	nsibility in vehicle assi	gnments?	✓ Yes	□No
(2) Does the AT understand what is required?				□ No
(3) Does the Area have a "personalized vehicle assignment	" program?		[∕] Yes	∏ No
(a) If so, how does it effect mileage averaging? As m	entioned above, all vo	thicle mileage is checked on	a daily basis	i. If it
appears an assigned vehicle is not being driven end	ough, an additional of	Ticer is assigned to the vehic	de and/or the	vehicle is
assigned to be deployed on all shifts.	and the second of the second of			
c. How does the Area project run outs? Looking at mileage re	eport and projecting 6	0 days in advance.		···
(4) In ECC provided 20 45 days advance police?	<b>3</b> 10000		☑ Yes	□No
(1) Is FOS provided 30-45 days advance notice?			., 100	
	the second secon		***************************************	and the second second

### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

(2) What has been the condition of vehicles returned to FOS? Same good condition as when they were	"in service."	
(3) Are the right equipment options completed?	☑ Yes	□No
[EVALUATED   ACTION REQUIRED	CORRECTE	i,
5. AUTOMOTIVE WORK AREA/EQUIPMENT Yes Yes	N/A	☑ No
a. Is there adequate space and comfort in the AT office?	☐ Yes	
(1) Is the office arranged neatly, and are all bulletins and manuals current?	☑ Yes	□ No
(2) Does the AT maintain a service and flat rate manual?	✓ Yes	□ No
b. Is the space for working on vehicles adequate?	Yes	☑ No
(1) Is it clean and organized?	✓ Yes	□ No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?	✓ Yes	□ No
(1) Is there an inventory?	✓ Yes	□ No
(a) When was it last checked? SEE ATTACHED	☐ Yes	□ No
(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?	✓ Yes	□ No
(a) Are they clean and properly maintained?	✓ Yes	□ No
(b) Is there security for the tools when the AT is not present?	✓ Yes	□ No
(c) Who has access to the tools?	☐ Yes	□ No
d. Does the AT have the equipment necessary to perform all required tasks?	☑ Yes	□No
(1) If not, has it been budgeted for and/or ordered?	☐ Yes	□No
e. Is the equipment neat, clean and in good repair?		□No
(1) Have replacements been planned and budgeted for?	☐ Yes	☑ No
f. Are there additional tools or items of equipment needed?	☐ Yes	☑ No
(1) Could the AT be more effective if they were available?	☐ Yes	☑ No
(2) Can they and/or have they been requisitioned or requested?	☐ Yes	☑ No
TIRES, PARTS AND SUPPLIES  EVALUATED Yes  Yes	CORRECTED N/A	
a. Is the space provided for parts and supplies adequate?	☐ Yes	☑ No
(1) If not, can more space be provided?	☐ Yes	☑ No
(2) Is the space neatly and logically organized?	✓ Yes	□No
(3) Is there adequate security?		□No
(4) Who has access to the parts/supplies? AT:	3,5,5	
(5) Are batteries stored in a dry location, off the cement floor?		□No
b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?	✓ Yes	□No .

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

CHP 453F (R)	ev. 6-06)	OPI 009
--------------	-----------	---------

CRF 403F (Rev. 0-00) OF 1008		
c. Are reasonable numbers of parts/supplies stocked?	✓ Yes	□ No
(1) Are there obsolete parts on hand?	☐ Yes	☑ No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	Yes	☑ No
e. Are adequate records maintained for tires, and are all tires accounted for?	☑ Yes	□No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	☑ Yes	□ No -
(2) Are proper guidelines in place for record keeping?	✓ Yes	□ No
(a) Are records reviewed by management?	☑ Yes	□No
(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	□ No
(a) How are tires stored? Stacked at Hayward CHP Area Office/container.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	☑ Yes	□ No *
(5) Does Area provide motorcycle vendors with a stock of tires?	☐ Yes	☑ No
(6) Does it appear tires are being replaced prematurely?	Yes	☑ No
(7) Are adequate records maintained for used tires?	✓ Yes	□ No
(a) Is the disposition of used tires within policy?	☑ Yes	□No
f. How are old tires/batteries disposed of? Hayward Area disposes of old tires and maintains the records. Old ba	itteries go	back to dealer
and all records for the money in reference to the core charge is kept at the Area office by the AT.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	☐ Yes	☑ No
(2) Are either tires or batteries being traded to offset installation costs?	☐ Yes	☑ No
(3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□No
g. Are Material Safety Data Sheets (MSDS) posted as required?	☐ Yes	☑ No
(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	☑ Yes	□No
(1) Who conducted the count? The AT conducts these counts weekly, in contrast per HPM 31.1 Ch 7-7 which	states in p	art that the
Commander shall designate a person to physically count these items and shall be someone other than the per	rson who r	receives these
items of inventory.		
FUEL DISPENSING FACILITY  BYALUATED  ACTION REQUIRED  NO  NO	N/A	25 - 27 - 27 - 27 - 27 - 27 - 27 - 27 -
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	Yes	☑ No
	'alley fleet	is fueled at
the Alameda County fueling station and/or local gas stations.		
(a) Is self-service or full-service used? Self-service.		

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

(2) Is there a written policy, and is it complied with?	√ Yes	☐ No
L. Le the first island door and noot?	☐ Yes	□ No
(1) Does it need repair or painting?	☐ Yes	□ No
(1) Does it need repair or painting?  (2) Are fuel, water and air hoses in good repair?	Yes	□ No
(3) Is the break-away coupler installed?	☐ Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes	□ No
(5) Is there a clean oil storage rack?	☐ Yes	□ No _
(6) Is the lighting adequate?	Yes	□ No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☐ Yes	□ No
(8) Have problems been reported to Facilities Section?	☐ Yes	□No
c. Is there an adequate amount of supplies available to officers?	☐ Yes	□No
d. Who fuels the vehicles? Officers. Sergeants and the Auto Tech.		
(1) Are fluids and tires checked during fueling?		□ No -
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☐ Yes	□ No
(1) Are pump meters and the storage tank properly safeguarded?	☐ Yes	□No
(2) Who has access to the keys to lock the meters and the storage tank? $r^{1}/A$		
(3) Is gasoline measured before and after deliveries?	☐ Yes	□ No -
f. What method is used to log fuel and oil used in individual vehicles? CHP 33 Book.		
(1) Are records maintained as required?		□ No
(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A		United to
g. Does the physical inventory reasonably balance with the metered inventory each month? ~/A	Yes	□ No
(1) When was the pump meter last checked for accuracy? N/A		
h. Is there a contract for fuel? ル/ル	Yes	□ No
(1) How often is the fuel supply replenished? N/A		
(2) At what level is it refilled? N/A	···	
i. How does the Area secure the fuel pumps when they are not in use? N/A		
(1) Is the system adequate?	Yes	□ No
(2) Is it utilized by all personnel? N/A	Yes	□ No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

	CHP 453F	(Rev.	6-06)	<b>OPI 009</b>	
--	----------	-------	-------	----------------	--

8. SAFETY	EVACOATED   Yes	ACTION RECORREG	CORRECTEL:	
a. Does the Area conduct an inspection of the facility twice each ye	I	rds?	☑ Yes	□No
(1) Are the AT's work areas inspected?			☑ Yes	□ No
b. Are there possible unsafe conditions within the AT's work areas?	See Anther	<i>ా</i>		□ No
(1) Is the shop floor clean and free of any spills?			✓ Yes	□No
(2) Are electrical cords or hoses posing a hazard?			☐ Yes	☑ No
(3) Are fire extinguishers charged, inspected and of the proper to	ype?		✓ Yes	□ No
(4) Are any batteries leaking or stored improperly?			☐ Yes	☑ No
(5) Are there loose items on the floor?	FATTACHED			□No
(6) Is the bench grinder firmly affixed, and are there safety glass		i-TTACHED	☐ Yes	☑ No
/ A A with a second for the AT2	CH20		☑ Yes	□No
	"ACHEV		☐ Yes	☑ No
(8) Are masks available for AT's to wear when servicing brakes?			✓ Yes	□No
(a) If yes, are they worn?			☑ Yes	□ No -
(9) Are jack stands properly utilized?			☑ Yes	□No
c. What is the Area occupational safety record as it relates to fleet m	anagement? Perfect/	100%	700W	
				Light Control
(1) Have any injuries been prevented with an improved safety av	vareness program?		✓ Yes	□No
9. VEHICLE RECORDS AND MAINTENANCE	evaluated Yes	NO REQUIRED	N/A	
a. Are fleet records logically filed?		t	√ Yes	□No
(1) Are they conveniently located and available to the AT and sur	pervisor?		✓ Yes	□No
(2) Do files contain all required documents?			✓ Yes	□ No
(a) If documents are not in files, where are they located?				
b. Do the Fleet Focus (FF) documents comply with the instructions in	HPM 31.1, Fleet Oper	ations Manual?	✓ Yes	□No
(1) Are documents legible and complete?			✓ Yes	□No
(2) Who reviews the FF reports? Lt or Capt.				010000000000000000000000000000000000000
(3) How is the information used in Area's fleet administration? In	formation is used to pr	operly manage costs, m	aintenance	and ensure
all is done in a timely manner within policy.				
c. Is the CHP 424 current?			∀es	□No
(1) Does the CHP 424 reveal any unusual repair patterns or dupli	cate services?		Yes	☑ No
	- 1-2-21 Albando - 15-4-47			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

CHP	453F	(Rev	R-OB)	OPI	000	

(2) Have required services been done at the proper mileage?	☑ Yes	□ No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	☑ Yes	□ No
(1) Are hourly rates in line with prevailing rates?	✓ Yes	□No
(2) Does the AT refer to manuals for invoice cost information?	☑ Yes	□ No -
(3) Is work being done by vendors that should be done by the AT?	☐ Yes	☑ No
(4) Are there any warranty problems?	☐ Yes	☑ No
(a) If so, are they being resolved?	☐ Yes	□No
(5) Is the credit card being used in lieu of an invoice?	☐ Yes	☑ No
(6) Does the commander or his/her designee review and/or approve invoices?	✓ Yes	□No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? The th	reshold limit is determined	d by Fleet
Operations; for example a wrecked vehicle's worth is determined by mileage and amount	n of damage. The AT and	l Fleet Ops
have dialogue. Once approved. Fleet Ops e-mails the AT which is then attached to the i	invoice to indicate approva	al.
e. Do invoices indicate parts are being supplied by the CHP?	☐ Yes	☑ No
(1) If parts are on invoices, does the vendor give a discount?	□ Yes	□ No
f. Are fleet operations bulletins maintained and accessible to the AT?		□ No
10. CONDITION OF THE FLEET Yes No	REQUIRED CORRECTED N/A	)
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems id	dentified?	☑ No
(1) Have any unauthorized modifications been made on vehicles?	☐ Yes	☑ No
11. MOTORCYCLES Yes Yes Yes	EQUIRED CORRECTED N/A	,
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems,	etc.?	☐ No
(1) Are the program objectives clearly understood by the commander and supervisors?	✓ Yes	□No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	✓ Yes	□No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations B	ulletins?	□No
(1) Are motorcycles being used on beats with predominantly high speed problems?	☑ Yes	□No
(2) Are motorcycles used for special duty officer transportation?	Yes	☑ No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	Yes Yes	☑ No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	☑ Yes	□No
	intly briefed and bulletins	briefed
during quarterly training.	W MANAGEMENT OF THE CO.	
(2) Are Bulletins discussed with riders?	☑ Yes	□ No
d. What type of active safety program does the Area have? Quarterly rides with Flayward Area.		3
	A STATE OF THE STA	

# STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

CHD.	453E	/Rev	6-06)	OPL	በሰበ

(1) Is there a Defensive Rider Program?	✓ Yes	□No
(2) Is there a sufficient number of CMTOs?	Yes	☑ No
(3) What is the Area's safety record? Last M/CTT, was 04/08/2004.		W. Cambridge and J. William
Set MATHER	F0	
(a) How does it compare with Division and statewide rates? Based on conversation with Academy		sonnel, the
Area's safety record is relatively low. The exact Division and Statewide rate could not be dete	rmined.	
(4) Does the Area conduct quarterly motorcycle training?	☑ Yes	□No
(a) Are mandatory exercises being conducted?		□No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	✓ Yes	□No
e. Are emergency radio repairs made at the office or at the radio shop? At the office.		
(1) Are the arrangements satisfactory?	✓ Yes	□No .
(2) Is the repair person proficient?	✓ Yes	□No
(3) Is service available on weekends?	☐ Yes	☑ No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	☑ No
(5) Are any motorcycles being operated with radios in a defective condition?	☐ Yes	☑ No
(6) Are any repairs being done by riders?	☐ Yes	☑ No
(7) Does the Area swap radios with idle units to reduce down time?	Yes	☑ No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	Yes	□ No
g. Is there adequate space to park and/or store motorcycles?	Yes	☑ No
(1) Is safety compromised?	☐ Yes	☑ No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	☑ No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	☑ No
(4) Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	☑ No
(5) When garaged at home, is the motorcycle in a covered, secured area?	∑ Yes	□ No
(a) Has it been inspected and approved?		□ No
(b) Are records of the approval on file?	☑ Yes	□ No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	☑ Yes	□No
(1) Do equipment and accessory times comply with departmental regulations?	✓ Yes	□No
(2) Is there ample supply available?	✓ Yes	□No
(3) Are spare tires available?	□Yes	☑ No
(4) Is a battery charger available?	☑ Yes	□ No
The state of the s		

STATE OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009

	(5)	Is there security and an accurate inventory kept?	✓ Yes	□ No
	. Wh	at arrangements have been made for servicing and repairing motorcycles? Vendor/Bi/W//Tri-Valley. Motor	· Officers	either ride or
	tin	eir motorcycle is towed to the vendor for all repairs.	APEC SOUTH SO	
-	(1)	Is it satisfactory and cost effective?	✓ Yes	□ No
*******	(2)	Does the maintenance program minimize officer and vehicle down time?	☑ Yes	□ No
-	(3)	How is repair work verified? By Officer/Rider.		
inches				
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	☑ No
		(a) Is a supervisor's permission required?	☐ Yes	☑ No
		(b) Is there a SOP covering this aspect of motorcycle operation?	☑ Yes	□ No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs? Trailer/AT/Volunteers.		
	(6)	Does the Area have a motorcycle trailer?	✓ Yes	□ No -
		(a) How often is it used? Infrequently. Less than twice per year.		
		(b) If one is not available, has Area budgeted for one?	Yes	□ No
j.	Are \	vehicle files logically kept and up-to-date?	☑ Yes	□ No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	☑ No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□ No
	(3)	Is service up-do-date?	✓ Yes	□ No
k.	Are o	daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, this Motorcycle Inspection List, completed as required?	Yes	□ No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☑ Yes	☐ No
	(2)	Are the forms filed for the life of the motorcycle?	✓ Yes	□No
l.	Utilizi Area	ng the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☑ Yes	□No -

### Memorandum

10/8/

Date:

June 1, 2009



То:

Golden Gate Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Dublin Area

File No .:

390.11767.11043

Subject:

2009 COMMAND INSPECTIONS, FLEET MANAGEMENT

As part of the 2009 Command Inspection Program, attached is the Dublin Area's Area Management Evaluation referenced in HPG 22.1, Area Resources Management Guide, Chapter 6 (Fleet Management). The Area has been fortunate to have a proactive and efficient Automotive Technician. The Area's fleet has been well maintained including the vehicles used by the Mission Grade Inspection Facility. The Auto Technician has an excellent record keeping system and uses Fleet Focus for all tires, parts and supplies.

Should you have any questions please contact Sergeant Lori Marino or myself at (925) 828-0466. Dublin Area will proceed at your direction.

M. M. MUELLER, Captain

Commander

Attachments

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 1

Command: Dublin	Division: Golden Gate	Chapter:
Inspected by: Lt. Krolosky/	Officer Todd Smith	Date: 05/28/2009

number of the inspection in the Chapte shall be routed to and its due date. The	er Inspection number. Under "Fo his document shall be utilized to c	oxes as necessary, or fill in the blanks as indicate orward to:" enter the next level of command when document innovative practices, suggestions for some be used to appeal findings. A CHP 51 Memoran	e the document tatewide
TYPE OF INSPECTION		☑ Corrective Action Plan Included	
☐ Division Level ☐ Command I	Level	Appeal Included	
Executive Office Level		Attachments Included	
Follow-up Required:	Forward to: Golden Gate Division	Commander's Signature:	Date:
⊠ Yes □ No	Due Date: 06/01/2009	ケナトン	06/01/2009
Chapter Inspection: Six (6) F	leet Management	Control of the second of the s	
Inspector's Comments Regar	ding Innovative Practice	s:	
No innovative practices were	obs <b>erved</b> .		Ť
Command Suggestions for St	tatewide Improvement:		
None.			
Inspector's Findings:			
5. Automotive Work Area/Equipmen a Journeyman for 18 ye vacated his position for a pror	ars and h <mark>as his own too</mark> l	as all of the tools listed in HPM 31.1 is which he utilizes as well. The AT has not been completed.	. The AT has recently
7. Fuel Dispensing Facility: To fuel its vehicles. The facility necessary.	he Area does not have a y is located adjacent to t	a fuel facility. Area contracts with Al he Area office and provides all of th	ameda County e amenities
Commander's Response:			
5. Automotive Work Area/Equ June 10, 2009.	ipment: All tools will be	inventoried and this will be complete	ed by
Inspector's Comments:			
None.	2 3 4 5 2 2 4 1 1 2 2 2 3 4 5 2 2 4 1 2 3 4 5 2 4 5 2 4 5 2 4 5 2 5 2 5 2 5 2 5 2		

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT
Page 2

Command: Dublin	Division: Golden Gate	Chapter:
Inspected by: Lt. Krolosky	/Officer Todd Smith	Date: 05/28/2009

æ: 2:
æ
es:
¥

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION FLEET MANAGEMENT	Dublin	Golden Gate	NUMBER 390 DATE
CHP 453F (Rev. 6-06) OPI 009	Lt. Lorraine Kı	olosky/Officer Todd Smith	05/28/2009
INSTRUCTIONS: Indicate items reviewed by placing a che form is used as a Correction Report, the "Correction" box s individual items with "yes" or "no" answers, or fill in the blar	hould be initialed an ks as indicated. If a	d dated as deficiencies are dditional comments are neo	corrected. Answer- cessary, the information

can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant fin accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired. TYPE OF EVALUATION SUSPENSE DATE Informal Evaluation Formal Evaluation DATE FOLLOW-UP REQUIRED COMMANDER'S REVIEW Correction Report Yes No 06/01/2009 BY CORRECTED ACTION REQUIRED EVALUATED 1. AREA ADMINISTRATION N/A Yes No a. Is there a clear line of supervision and accountability for the Area's fleet management? ✓ Yes ☐ No ✓ Yes □ No (1) Is the Area commander involved and informed? □ No √ Yes (a) Does he/she monitor invoices? (2) Who is authorized to approve invoices? Lt. or Capt. b. What is the background experience of the Automotive Technician (AT)? Area's AT recently accepted a promotion to MCSI; however, he was a Journeymen for 18 years in the private sector. Area is currently interviewing for a replacement AT. ✓ Yes □ No (1) Are sufficient instructions and training provided? ✓ Yes ∏ No (2) Is he/she a qualified mechanic at journey person level? √ Yes ΠNο (3) Does he/she attend training on new model vehicles? Yes □ No (4) Does the AT have good rapport with Area personnel and vendors? V Yes ☐ No (5) Does the AT ensure vehicles are available at shift change? □ No Yes (6) Does the AT periodically attend staff meetings? □ No √ Yes (7) Does the AT have ideas/suggestions for improving the program? c. How much maintenance work is being done by the AT? 100% □ No Yes (1) Is he/she qualified to perform maintenance and minor repairs? (a) If these duties are not being performed, why not? d. What other duties or responsibilities are placed on the AT? Liaison with Senior Volunteers, Radar trailer maintenance, invoices for repair, repair and installation of of radar units, Fastrak installation. CORRECTED ACTION REQUIRED EVALUATED 2. VEHICLE USE N/A Yes a... How many "E" Class vehicles are assigned to the Area? 33 (23 sedans, 2 Commander's vehicles, 4 motors, 4 MREs)

# STATE OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009

				***************************************			
	(1) Is there an unmarked patrol vehicle assigned for	or the comma	nder?			✓ Yes	□ No
	(2) If the number of vehicles assigned is in excess (	of the formula	a, what justification	has been made?	Based on	available	information
***************************************	no formula currently exists. Area maintains a f	fleet of 34 ve	hicles which inclu	des: five (5) for M	ission Gra	de Inspecti	on Facility,
*********	four (4) MRE vehicles and one (1) Motor Carri	ier vehicle fr	om Golden Gate D	ivision, leaving 20	sedans an	d 4 motors	for Area.
b.	Are there procedures in place to ensure there are su	ufficient vehic	les available at the	beginning of each	shift?	✓ Yes	☐ No
	(1) Are officers allowed to perform minor corrections	s in order to l	keep the vehicles	on the road?		Yes	□No
H	(a) Is there a supply of tools and minor equipme	ent available	?			√ Yes	□ No
c. \	What is the justification for any vehicle kept at emplo	yees homes	after duty hours?	The only justifica	tion at the	Area is for	the four
	Motor Officers and the Commander's vehicle (CHP	377s on file	).				outsoes-
d. \	Who does the commander allow to ride in vehicles?	Volunteers,	applicants, emplo	yees, in-custodies,	and motor	ists given	rides
(	1) Do supervisors use the CHP 428, Release and V	Waiver of Lia	bility?			✓ Yes	□ No
	(a) Is the CHP 428 kept for the appropriate period	iod of time?					□No
	VICE ARRANGEMENTS		EVALUATED Yes	No ACTION REQUIRE	ĐÔ	N/A	,
3. SER		- 1	1 0.7		dge Chrysl	ler-Jeep.	£
	What vendors are being used for servicing or repairin	ng vehicles?	Livermore Auto	Group and Stoneri			
	What vendors are being used for servicing or repairin	ng vehicles?	Livermore Auto	Group and Stoneri			
a. V	What vendors are being used for servicing or repairin  1) Are they authorized dealers?	ng vehicles?	Livermore Auto	Group and Stoneri		☑ Yes	□No
a. V	Are they authorized dealers?					[☑] Yes	□No
a. V						[☑] Yes	□No
a. V	Are they authorized dealers?	endor? Ven	dor location and c			[☑] Yes	□No
a. V	1) Are they authorized dealers? 2) What process was used in selecting a service ver	endor? Ven	dor location and c			[☑] Yes	□ No □ No
a. V	1) Are they authorized dealers? 2) What process was used in selecting a service ver 3) What are the hourly rates being charged? Ford -	endor? Ven	dor location and c			☑ Yes · work.	
a. V	1) Are they authorized dealers? 2) What process was used in selecting a service verse. 3) What are the hourly rates being charged? Ford - (a) Are discounts given on parts? 4) Has the command shopped for the most cost effert.	endor? Ven  \$92.50/Chry ective vendor	dor location and c ysler - \$125.00	ost of repair; quali		✓ Yes · work.  ☐ Yes ☐ Yes	☑No
a. V (1 (2 (3 (4 (5	Are they authorized dealers?  What process was used in selecting a service verse.  What are the hourly rates being charged? Ford—  (a) Are discounts given on parts?  Has the command shopped for the most cost efferts on the process of the process	endor? Ven \$92.50/Chry ective vendor irk out proble	dor location and c ysler - \$125.00 rs? ms in order to mai	ost of repair; quali	ty of repair	✓ Yes work.  Yes ✓ Yes ✓ Yes	☑ No ☐ No ☐ No
a. V (1 (2 (3 (4 (5	1) Are they authorized dealers? 2) What process was used in selecting a service ver 3) What are the hourly rates being charged? Ford— (a) Are discounts given on parts? (b) Has the command shopped for the most cost effects. (c) Does the Area constantly change vendors, or wor	endor? Ven \$92.50/Chry ective vendor irk out proble	dor location and c ysler - \$125.00 rs? ms in order to mai	ost of repair; quali	ty of repair	✓ Yes · work.  ☐ Yes ☐ Yes	☑ No ☐ No ☐ No ☐ No
a. V (1 (2 (3 (4 (5 (6 (6 (6 (6 (6 (6 (6 (6 (6 (6 (6 (6 (6	Are they authorized dealers?  What process was used in selecting a service verse.  What are the hourly rates being charged? Ford—  (a) Are discounts given on parts?  Has the command shopped for the most cost efferts on the process of the process	endor? Ven \$92.50/Chry ective vendor rk out proble	dor location and c ysler - \$125.00 rs? ms in order to mai ment Manual, whe	ost of repair; quali ntain good n making purchas	ty of repair	✓ Yes work.  Yes ✓ Yes ✓ Yes	☑ No ☐ No ☐ No
a. V (1) (2) (3) (4) (5) (6)	Are they authorized dealers?  What process was used in selecting a service verse.  What are the hourly rates being charged? Ford—  (a) Are discounts given on parts?  Has the command shopped for the most cost effers.  Does the Area constantly change vendors, or wor long-term relationships?  Does the AT adhere to policy in HPM 11.2, Mater	endor? Ven \$92.50/Chry ective vendor rk out proble rials Manage	dor location and c ysler - \$125.00 rs? ms in order to mai ment Manual, whe	ost of repair; quali ntain good n making purchas	ty of repair	✓ Yes  work.  Yes  Yes  Yes  Yes  Yes	☑ No ☐ No ☐ No ☐ No
a. V (1) (2) (3) (4) (5) (6)	Are they authorized dealers?  What process was used in selecting a service verse.  What are the hourly rates being charged? Ford—  (a) Are discounts given on parts?  Has the command shopped for the most cost effers.  Does the Area constantly change vendors, or wor long-term relationships?  Does the AT adhere to policy in HPM 11.2, Mater vehicle availability has been a problem, has Area ex.  What percentage of the fleet is needed on weekers.	endor? Ven \$92.50/Chry ective vendor rk out proble rials Manage	dor location and c ysler - \$125.00 rs? ms in order to mai ment Manual, whe	ost of repair; quali ntain good n making purchas	ty of repair	✓ Yes  work.  Yes  Yes  Yes  Yes  Yes	☑ No ☐ No ☐ No ☐ No ☐ No ☐ No
a. V (1) (2) (3) (4) (5) (6) (6) (1) (2)	Are they authorized dealers?  What process was used in selecting a service verse.  What are the hourly rates being charged? Ford -  (a) Are discounts given on parts?  Has the command shopped for the most cost effers.  Does the Area constantly change vendors, or wor long-term relationships?  Does the AT adhere to policy in HPM 11.2, Mater vehicle availability has been a problem, has Area ex.  What percentage of the fleet is needed on weeker.	endor? Ven \$92.50/Chry ective vendor ork out problet rials Manage experimented vends? 60%	dor location and c ysler - \$125.00 rs? ms in order to mai ment Manual, whe with weekend mai	ntain good n making purchasentenance?	ty of repair	✓ Yes  work.  Yes  Yes  Yes  Yes  Yes	☑ No ☐ No ☐ No ☐ No ☐ No ☐ No
a. V (1) (2) (3) (4) (5) (6) (6) (1) (2)	1) Are they authorized dealers? 2) What process was used in selecting a service verse. 3) What are the hourly rates being charged? Ford— (a) Are discounts given on parts? 4) Has the command shopped for the most cost effects. 5) Does the Area constantly change vendors, or wor long-term relationships? 6) Does the AT adhere to policy in HPM 11.2, Mater vehicle availability has been a problem, has Area exceptions. 6) What percentage of the fleet is needed on weekers. 6) Are there shortages of vehicles on Mondays?	endor? Ven \$92.50/Chry ective vendor rik out proble rials Manage experimented vends? 60%	dor location and c ysler - \$125.00 rs? ms in order to mai ment Manual, whe with weekend mai	ntain good n making purchasentenance?	ty of repair	✓ Yes  work.  Yes  Yes  Yes  Yes  Yes  Yes	<ul><li>✓ No</li><li>✓ No</li><li>✓ No</li><li>✓ No</li><li>✓ No</li></ul>
a. V (1) (2) (3) (4) (5) (6) (6) (1) (2) (3)	1) Are they authorized dealers? 2) What process was used in selecting a service vel. 3) What are the hourly rates being charged? Ford— (a) Are discounts given on parts? (b) Has the command shopped for the most cost effection of the process of the Area constantly change vendors, or wor long-term relationships? (b) Does the AT adhere to policy in HPM 11.2, Mater vehicle availability has been a problem, has Area expected by What percentage of the fleet is needed on weekers. (c) Are there shortages of vehicles on Mondays? (d) If more than one AT, are their hours/days schedules.	endor? Ven \$92.50/Chry ective vendor rik out proble rials Manage experimented ends? 60% led most effe	dor location and c ysler - \$125.00 rs? ms in order to mai ment Manual, whe with weekend mai	ntain good n making purchasentenance?	ty of repair	✓ Yes  work.  Yes  Yes  Yes  Yes  Yes  Yes  Yes	✓ No  No  No  No  No  No  No

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

(2) Is the Area's Vehicle washing procedure	re practical and economical?	**************************************	✓ Yes	□No
(a) Is excessive officer time used to w	vash vehicles?		☐ Yes	☑ No
(3) Is there more than one car wash facilit	y availabl <del>e?</del>		☑ Yes	□No
(4) Are vehicles being excessively washed	d or detailed?		☐ Yes	☑ No
(5) Does the Area have a maintenance wo	orker or janitor wash cars?		☐ Yes	☑ No
(6) Is there any other program that can be	of assistance in washing cars?	The state of the s	☐ Yes	☑ No
d. How do officers report defective equipment	? Area defective vehicle sheet which	is adjacent to the vehicle k	ey board. Vo	shicle keys are
also tagged for vehicles in need of inspecti	on or repair.			
(1) Who is authorized to declare a vehicle	unsafe for patrol? Officers, Sergeants	s, Management, AT.		
	The state of the s			2
(a) Who determines when a vehicle is	sale after repair or checking of defects	? AT		
(b) Does he/she sign off the report for	m and indicate what has been done?			□No
(c) Is this system effective?				□No
(d) How long are records kept? 7 yea	rs after vehicle run out date.			
(e) Is there a system in place to check	vehicles for defects after high speed pr	ursuits?	✓ Yes	□No
MILEAGE MANAGEMENT	Yes	No REQUIRED	N/A	-
a. Does Area have a system to ensure equitab	le mileage accumulation on all vehicles	?		□No
(1) Are vehicles run out in the same order t	hey are received?	<del></del>	✓ Yes	□No
(2) Is there an appropriate spread of odome	eter readings so that vehicles are run o	ut at regular intervals?	✓ Yes	□No
(a) If not, can adjustments be made to	accomplish this?	1000	✓ Yes	□No
b. How are adjustments to mileage accomplish	ed? Vehicles are reassigned to either	slow their accumulation or	speed up the	eir mileage
b. How are adjustments to mileage accomplish accumulation based on vehicle in-service da		slow their accumulation or	speed up the	eir mileage
	nte.		· speed up the	eir mileage
accumulation based on vehicle in-service da	nte. tand their responsibility in vehicle assig			
accumulation based on vehicle in-service da	nte. tand their responsibility in vehicle assig		☑ Yes	□No
accumulation based on vehicle in-service da  (1) Do field supervisors and officers underst  (2) Does the AT understand what is required	nte. tand their responsibility in vehicle assig d? nicle assignment" program?	nments?	☑ Yes ☑ Yes ☑ Yes	□ No □ No □ No
accumulation based on vehicle in-service da  (1) Do field supervisors and officers underst  (2) Does the AT understand what is require  (3) Does the Area have a "personalized veh  (a) If so, how does it effect mileage ave	nte. tand their responsibility in vehicle assig d? nicle assignment" program?	nments? ed on three times per week	☑ Yes ☑ Yes ☑ Yes If if appear	□ No □ No □ No □ s an assigned
accumulation based on vehicle in-service da  (1) Do field supervisors and officers underst  (2) Does the AT understand what is require  (3) Does the Area have a "personalized veh  (a) If so, how does it effect mileage ave	ate.  tand their responsibility in vehicle assig d?  nicle assignment" program?  eraging? All vehicle mileage is check	nments? ed on three times per week	☑ Yes ☑ Yes ☑ Yes If if appear	□ No □ No □ No □ s an assigned
accumulation based on vehicle in-service da  (1) Do field supervisors and officers underst  (2) Does the AT understand what is required  (3) Does the Area have a "personalized vehicle is not being driven enough.	ate.  tand their responsibility in vehicle assig d?  nicle assignment" program?  eraging? All vehicle mileage is check , an additional officer is assigned to the	nments?  ed on three times per week vehicle and/or the vehicle	☑ Yes ☑ Yes ☑ Yes If if appear	□ No □ No □ No □ s an assigned
accumulation based on vehicle in-service da  (1) Do field supervisors and officers underst  (2) Does the AT understand what is required  (3) Does the Area have a "personalized vehicle is not being driven enough deployed on all shifts.	ate.  tand their responsibility in vehicle assig d?  nicle assignment" program?  eraging? All vehicle mileage is check , an additional officer is assigned to the	nments?  ed on three times per week vehicle and/or the vehicle	☑ Yes ☑ Yes ☑ Yes If if appear	□ No □ No □ No □ s an assigned

# STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009

(2) What has been the condition of vehicles returned to FOS?	Same good cond	dition as when they maintain	ned "in service	11 %
(3) Are the right equipment options completed?				□No
5. AUTOMOTIVE WORK AREA/EQUIPMENT	Yes Yes	No No	CORRECTE N/A	0
a. Is there adequate space and comfort in the AT office?			✓ Yes	□No
(1) Is the office arranged neatly, and are all bulletins and man	uals current?		✓ Yes	□ No _
(2) Does the AT maintain a service and flat rate manual?			✓ Yes	□No
b. Is the space for working on vehicles adequate?			✓ Yes	□No
(1) Is it clean and organized?			✓ Yes	□No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet	Operations Manua	al, Chapter 6?	✓ Yes	□ No
(1) Is there an inventory?			✓ Yes	□ No
(a) When was it last checked?			☐ Yes	□ No
(2) Are the tools located where they can be easily accessed b	y the AT when wor	king on vehicles?	✓ Yes	□No
(a) Are they clean and properly maintained?				□No
(b) Is there security for the tools when the AT is not prese	nt?			□No
(c) Who has access to the tools?			☐ Yes	□ No
d. Does the AT have the equipment necessary to perform all requ	ired tasks?		Yes	□ No
(1) If not, has it been budgeted for and/or ordered?			☐ Yes	□No
e. Is the equipment neat, clean and in good repair?	Hali		✓ Yes	□ No
(1) Have replacements been planned and budgeted for?				□No
f. Are there additional tools or items of equipment needed?			☐ Yes	☑ No
(1) Could the AT be more effective if they were available?			Yes	☑ No
(2) Can they and/or have they been requisitioned or requested	?		☐ Yes	☑ No
. TIRES, PARTS AND SUPPLIES	Yes Yes	No No	CORRECTED N/A	
a. Is the space provided for parts and supplies adequate?				.□ No
(1) If not, can more space be provided?	MINTER SECURIOR SECUR		☐ Yes	□No
(2) Is the space neatly and logically organized?				□No
(3) Is there adequate security?		24100 5	✓ Yes	□ No
(4) Who has access to the parts/supplies? AT, Sergeants, and	d/or on-duty super	visor.		0-0-0-0
(5) Are batteries stored in a dry location, off the cement floor?			☑ Yes	□No
b. Are automotive parts and supplies inventoried and maintained in	Fleet Focus (FF)	as required?	✓ Yes	□ No

### AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

c. Are reasonable numbers of parts/supplies stocked?	. ✓ Ye	s 🗌 No
(1) Are there obsolete parts on hand?	☐ Ye	s 🗸 No
d. Does Area stock parts/supplies purchased by the Department, and provide them	to the vendor for installation? 🕜 Ye	s No
e. Are adequate records maintained for tires, and are all tires accounted for?	<b></b> Ye	s 🗌 No
(1) Are tire requests properly documented and ordered through the Purchasing Business Services Section?	Services Unit of  ☑ Ye	s 🗍 No
(2) Are proper guidelines in place for record keeping?	☑ Ye	s 🗌 No
(a) Are records reviewed by management?	☑ Ye	s 🗌 No
(3) Are tires properly safeguarded from theft or misuse?	☑ Ye	s 🗌 No 🔭
(a) How are tires stored? Tires are stacked in a secured tire shed at the A	area office and on racks in the work ba	у.
		****
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<b></b> Ye	s 🔲 No
(5) Does Area provide motorcycle vendors with a stock of tires?	Ye	s 📝 No
(6) Does it appear tires are being replaced prematurely?	Ye	s 📝 No
(7) Are adequate records maintained for used tires?		s 🗌 No
(a) Is the disposition of used tires within policy?	☑ Ye	s 🗌 No
How are old tires/betteries disposed of? Contract vendors dispose of tires and to the contract vendors dispose of tires and the contract vendors dispose of tires are the contract vendors dispose of tires and the contract vendors dispose of tires are the contract vendors dispose of tires and the contract vendors dispose of tires are the contr	pattery vendor picks up cores for dispo-	sal.
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to	prospective bidders? Ye	s 🗌 No
(2) Are either tires or batteries being traded to offset installation costs?	☐ Ye	s 🗸 No 💂
(3) Are the provisions of any tire or battery disposal contract being met?	☑ Ye	s 🗌 No
g. Are Material Safety Data Sheets (MSDS) posted as required?	☑ Ye	s 🗌 No
(1) Are all containers (other that the original) containing hazardous materials pro	perly marked?	s 🗌 No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?		s 🗌 No
(1) Who conducted the count? The AT conducts these counts weekly.		
	V 4 14 1 1 1 14 14 14 14 14 14 14 14 14 1	
7. FUEL DISPENSING FACILITY Yes	No N/A	TED
Normally, is all fuel used by departmental personnel dispensed through the fuel facommand location?	cility at the	s 🗹 No
(1) What procedures have been established for purchasing fuel from service stati	ons in emergencies? Dublin Area flo	eet is fueled at
the Alameda County fueling station and/or local gas stations.		
(a) Is self-service or full-service used? Self-service.		

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) Is there a written policy, and is it complied with?		□No
b. Is the fuel island clean and neat?	Yes	. 🗌 No
(†) Does it need repair or painting?	□Yes	□ No
(2) Are fuel, water and air hoses in good repair?	☐ Yes	□ No
(3) Is the break-away coupler installed?	☐Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	□Yes	□ No
(5) Is there a clean oil storage rack?	Yes	□No
(6) Is the lighting adequate?	☐ Yes	□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☐ Yes	□No
(8) Have problems been reported to Facilities Section?	Yes	□ No =
c. Is there an adequate amount of supplies available to officers?	✓ Yes	□ No
d. Who fuels the vehicles? Uniformed personnel, Senior Volunteers, and the AT.		
(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☐ Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?	☐ Yes	· □ No =
(2) Who has access to the keys to lock the meters and the storage tank? The tanks are owned and operated t	y the Cou	ity of
Alameda, and located on their property.		
(3) Is gasoline measured before and after deliveries?	☐ Yes	□No
f. What method is used to log fuel and oil used in individual vehicles? Alameda County issued control cards issued	ed to each i	ndividual
vehicle.		
(1) Are records maintained as required?	☐Yes	□No
(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A		
g. Does the physical inventory reasonably balance with the metered inventory each month?	☐Yes	
(1) When was the pump meter last checked for accuracy? N/A		
h. Is there a contract for fuel?	☑ Yes	□ No
(1) How often is the fuel supply replenished? N/A	0	
(2) At what level is it refilled? N/A		
i. How does the Area secure the fuel pumps when they are not in use?N/A		1107-1111
(1) Is the system adequate?	☐ Yes	□No
(2) Is it utilized by all personnel?	Yes	□No

Destroy Previous Editions

### FLEET MANAGEMENT

8. SAFETY	EVALUATED Yes	No REQUIRED	CORRECTE N/A	D
a. Does the Area conduct an inspection of the facility twice each	h year to detect safet	y hazards?	✓ Yes	□No
(1) Are the AT's work areas inspected?		- company - control of the state of the stat	✓ Yes	□ No
b. Are there possible unsafe conditions within the AT's work are	eas?		□Yes	☑ No
(1) Is the shop floor clean and free of any spills?	a Usuniana varianti di Santa d		✓ Yes	□No
(2) Are electrical cords or hoses posing a hazard?		AV-10-10-10-10-10-10-10-10-10-10-10-10-10-	☐ Yes	☑ No
(3) Are fire extinguishers charged, inspected and of the prop	per type?		✓ Yes	□No
(4) Are any batteries leaking or stored improperly?			☐ Yes	☑ No
(5) Are there loose items on the floor?	SOME HARD STREET, STRE	WILD - 23   12 - W - WANN   W - W	☐ Yes	☑ No
(6) Is the bench grinder firmly affixed, and are there safety g	glasses available?	<del></del>	✓ Yes	□No
(a) Are they worn by the AT?	TO THE RESERVE OF THE PERSON NAMED IN COLUMN TWO		✓ Yes	□No
(7) Is the battery charger in a safe place?			✓ Yes	□ No -
(8) Are masks available for AT's to wear when servicing bra	kes?		✓ Yes	□No
(a) If yes, are they worn?			✓ Yes	□No
(9) Are jack stands properly utilized?			✓ Yes	□No
c. What is the Area occupational safety record as it relates to fle	eet management? E	xcellent - 100% (No issues)		ane was used to the
(1) Have any injuries been prevented with an improved safet	ty awareness prograr	n?	✓ Yes	□ No
9. VEHICLE RECORDS AND MAINTENANCE	Yes Yes	NO REQUIRED	N/A	)
a. Are fleet records logically filed?				□No
(1) Are they conveniently located and available to the AT and	d supervisor?		✓ Yes	□ No
(2) Do files contain all required documents?			✓ Yes	□No
(a) If documents are not in files, where are they located	?			
b. Do the Fleet Focus (FF) documents comply with the instruction	ons in HPM 31.1 Flee	et Operations Manual?	✓ Yes	□No
(1) Are documents legible and complete?	7,7,7,7,7,7,7,7,7,7,7,7,7,7,7,7,7,7,7,7,		☑ Yes	
		_0		
(2) Who reviews the FF reports? AT and Management.	2. I. f	al to proposity manage angle	and mainten	ance and to
(3) How is the information used in Area's fleet administration		at to properly manage costs	and manicon	mice and to
ensure all work is done in a timely manner and within po	oncy.		✓ Yes	□No
c. Is the CHP 424 current?	dunlington on vices O	in a survivour and a survivour		☑ No
(1) Does the CHP 424 reveal any unusual repair patterns or o	auplicate services?		☐Yes	₩. IAO

### AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(2	) Have required services been done at the proper mileage?	<u> Такон Түнийн Түний</u>		✓ Yes	□No
	d. Is	the Area using the most effective and economical method of a	epairing/maintaining the	fleet?	Yes	□No
	(1)	Are hourly rates in line with prevailing rates?		A CALL OF THE STREET STREET, S	☑ Yes	□No
**********	(2)	) Does the AT refer to manuals for invoice cost information?		W. H	✓ Yes	□No
-	(3)	) is work being done by vendors that should be done by the A	AT?		Yes	☑ No
	(4)	Are there any warranty problems?		(V)	☐Yes	☑ No
NEWS CO.		(a) If so, are they being resolved?			☐ Yes	□No
M0000	(5)	Is the credit card being used in lieu of an invoice?			☐ Yes	☑ No
	(6)	Does the commander or his/her designee review and/or app	prove invoices?		☑ Yes	□No
		(a) If sc, is there a threshold limit, and how is the approval in	ndicated on the invoice?	The threshold limit is	determined	by Fleet
		Operations; for example a wrecked vehicle's worth is de	etermined by mileage an	d amount of damage. T	he AT and	Fleet Ops
		have dialogue. Once approved, Fleet Ops e-mails the A	T which is then attached	I to the invoice to indica	ite approva	ıl.
е	. Do	invoices indicate parts are being supplied by the CHP?				□No
ACT	(1)	If parts are on invoices, does the vendor give a discount?			✓ Yes	□ No =
f.	Are	fleet operations bulletins maintained and accessible to the AT	.3		✓ Yes	□No
10.	CON	DITION OF THE FLEET	EVALUATED Yes	ACTION REQUIRED	N/A	
а.	. Usi	ng a CHP 33E, Vehicle Inspection Checklist, as a guide, are t	here any patterns or pro	blems identified?	□Yes	☑ No
	(1)	Have any unauthorized modifications been made on vehicles	37		Yes	☑ No
11.	MOT	DRCYCLES	evaluated Yes	ACTION REQUIRED Yes	CORRECTED N/A	=
а.	ls ti	ne Area commander involved and kept informed of motorcycle	deployment, needs, pro	blems, etc.?	Yes	□No
	(1)	Are the program objectives clearly understood by the comma	nder and supervisors?	Himme -	☑ Yes	□No
	(2)	Does the Area have an up-to-date SOP relating to motorcycle	e operations?		✓ Yes	□No
b.	Are	motorcycles being deployed in conformance with department	al policy and Fleet Opera	ations Bulletins?	✓ Yes	□No
	(1)	Are motorcycles being used on beats with predominantly high	speed problems?		✓ Yes	□No
	(2)	Are motorcycles used for special duty officer transportation?			∐Yes	☑ No
	(3)	Are motorcycles parked at the Area office during vacations as	nd extended days off?		✓ Yes	∐ No
C.	Are	Fleet Operations Bulletins pertaining to motorcycles filed toge	ther?	A CHINE E WAS THE BEST OF THE CONTROL OF THE CONTRO	✓ Yes	□No
	(1)	What system is in place to verify understanding and complian	ce? Motor Officers ar	e constantly briefed via	briefing bu	alletins and
		training is provided during quarterly training days.				VI
	(2)	Are Bulletins discussed with riders?			✓ Yes	□No -
d.	Wina	t type of active safety program does the Area have? Quarter	ly training day discussion	ons and training rides wi	th Castro	Valley and
	Hayı	ward Area personnel (CMTO).	**************************************			

### FLEET MANAGEMENT

(	1) Is there a Defensive Rider Program?	✓ Yes	□ No
(:	2) Is there a sufficient number of CMTOs?	□Yes	☑ No
(;	3) What is the Area's safety record? Excellent. In April 2007, the Area Motor Unit received a Division Chic	f's Comme	endation for
	exceptional safety standards in regards to preventable collisions. To date, Area has experienced no addition	nal prevent	able collisions
(April 1971)	(a) How does it compare with Division and statewide rates? Better than average.		93:
(4	) Does the Area conduct quarterly motorcycle training?	☑ Yes	□No
	(a) Are mandatory exercises being conducted?		□No
	(b) Are ride-alongs being conducted on a regular basis and properly documented?	✓ Yes	□No
e. A	re emergency radio repairs made at the office or at the radio shop? At the office.		
(1	) Are the arrangements satisfactory?	✓ Yes	□No
(2	) Is the repair person proficient?	Yes	□ No
(3	) Is service available on weekends?	☐Yes	☑ No
(4	Are motorcycles down for unreasonable amounts of time because of poor service?	□Yes	☑ No
(5	Are any metorcycles being operated with radios in a defective condition?	☐ Yes	☑ No
(6)	Are any repairs being done by riders?	☐ Yes	☑ No -
(7)	Does the Area swap radios with idle units to reduce down time?	□Yes	☑ No
	(a) If sc, are radios being returned to the original units or reported to Telecommunications Section?	□Yes	□No
g. Is	there adequate space to park and/or store motorcycles?	✓ Yes	□ No
(1)	Is safety compromised?	☐ Yes	☑ No
(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	☑ No
(3)	Are preventative measures in place to avoid problems caused by oil drippings?	Yes	□No
(4)	Are parked motorcycles susceptible to theft or vandalism?	☐Yes	☑ No
(5)	When garaged at home, is the motorcycle in a covered, secured area?	☑ Yes	□ No
	(a) Has it been inspected and approved?	☑ Yes	□ No
	(b) Are records of the approval on file?	☑ Yes	□ No
h. Ha app	s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	☑ Yes	□No
(1)	Do equipment and accessory times comply with departmental regulations?	√ Yes	□ No
(2)	Is there ample supply available?	☑ Yes	□No
(3)	Are spare tires available?	Yes	☑ No
(4)	Is a battery charger available?		□ No
			#€

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009

	(5) Is there security and an accurate inventory kept?	✓ Yes	□No
2000	i. What arrangements have been made for servicing and repairing motorcycles? Local vendors are being used to r	epair moto	rcycles.
	Motor Officers either ride or their motorcycle is towed to the vendor for all repairs.	ont.com/mpsess	
	(1) Is it satisfactory and cost effective?	√ Yes	□ No
×	(2) Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□No
	(3) How is repair work verified? By Officer/Rider and by the AT.		
, the same	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	✓ Yes	□No
	(a) Is a supervisor's permission required?	✓ Yes	□No
	(b) Is there a SOP covering this aspect of motorcycle operation?	✓ Yes	□ No
********	(5) If not ridden, how are motorcycles transported to vendors for repairs? Trailer by Officers, AT or Senior V	olunteers.	
			* XXX 12 10 10 1 1 - 10 1
-,	(6) Does the Area have a motorcycle trailer?	✓ Yes	□No
	(a) How often is it used? When necessary - approximately once a quarter.		
	(b) If one is not available, has Area budgeted for one?	Yes	□No
j.	Are vehicle files logically kept and up-to-date?	✓ Yes	□No
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	☑ No
*********	(2) Does the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□No
••••••	(3) Is service up-do-date?	☑ Yes	□No
k.	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motercycle Inspection List, completed as required?	☑ Yes	□No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	✓ Yes	□No
	(2) Are the forms filed for the life of the motorcycle?	✓ Yes	□ No
l.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☑ Yes	□No

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Oakland Area	Division: Golden Gate	Chapter: 6 – Fleet Mgmt.
Inspected by: Lieutenant Mike	Sherman	Date: March 18, 2009

number of the inspection in the Chapter Inspe shall be routed to and its due date. This docu	ction number. Under "Forward to:" ment shall be utilized to document	ecessary, or fill in the blanks as indicated. Enter the chapter enter the next level of command where the document innovative practices, suggestions for statewide ndum may be used if additional space is required.
TYPE OF INSPECTION  Division Level Command Level  Executive Office Level	Total hours expended on the inspection:  6 - hours	e Corrective Action Plan Included  Attachments Included
Gold	vard to: en Gate Division Date: April 11, 2009	
Chapter Inspection: Inspector's Comments Regarding	Innovative Practices:	
None.		ž.
None.	de Improvement:	
actively involved in the command's f	leet management prograr	eet sergeants (car and motorcycle) are n. The two Area Automotive Technicians ed fleet records are well organized and

No exceptions noted.

meticulously maintained.

### **COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT**

Command:	Division:	Chapter:
Oakland Area	Golden Gate	6 – Fleet Mgmt
Inspected by: Lieutenant Mike	Sherman	Date:

	Inspected by:	Date:
Page 2	Lieutenant Mike Sherman	Luw-mi
Commander's Response: ⊠ Concur or □ Do Not	Concur (Do Not Concur shall document b	asis for response)
	.2	
Inspector's Comments: Shall address non concurrence etc.)	by commander (e.g., findings revised, findi	ngs unchanged,
[ etc.)	W. 2. Principina in the control of t	
		9.0
Required Action		
Required Action  Corrective Action Plan/Timeline		
Corrective Action Plan/Timeline		
Corrective Action Plan/Timeline	R'S SIGNATURE   DATE	
Corrective Action Plan/Timeline  N/A  Employee would like to discuss this report with the reviewer.	R'S SIGNATURE DATE	E March 31, 2009
Corrective Action Plan/Timeline  N/A  Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	M-cl	March 31, 2009
Corrective Action Plan/Timeline  N/A  Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	SIGNATURE DATE	March 31, 2009
Corrective Action Plan/Timeline  N/A  Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	SIGNATURE DATE	March 31, 2009
Corrective Action Plan/Timeline  N/A  Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)  Reviewer discussed this report with  REVIEWER'S	SIGNATURE DATE	March 31, 2009 E March 18, 2009
Corrective Action Plan/Timeline  N/A  Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	SIGNATURE DATE	March 31, 2009 E March 18, 2009

### AREA MANAGEMENT EVALUATION

**FLEET MANAGEMENT** 

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
370	Golden Gate Division	
EVALUATED BY		DATE
Sergeant Haze	lwood	March 18, 2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION    Formal Evaluation   Informal Evaluation	SUSPENSE DATE		
FOLLOW-UP REQUIRED Correction Report  Yes No  BY	COMMANDER'S REVIEW	DATE 03/31/20	009
1. AREA ADMINISTRATION	EVALUATED ACTION REQUIRED  X None	CORRECTE	0
a. Is there a clear line of supervision and accountability f	or the Area's fleet management?	✓ Yes	□ No
(1) Is the Area commander involved and informed?		✓ Yes	□No
(a) Does he/she monitor invoices?			□ No
(2) Who is authorized to approve invoices? Fleet ar	nd Administrative Sergeants, Administrative Lieuten	ant and the Con	nmander
		· · · · · · · · · · · · · · · · · · ·	
b. What is the background experience of the Automotive		nic by Ford Mot	lor Company
and departmentally certified. One is a tenured depart	mentally trained mechanic.		
(1) Are sufficient instructions and training provided?	1 1111 1111	✓ Yes	□ No
(2) Is he/she a qualified mechanic at journey person in	6.000 mm - 1.000 mm -	☑ Yes	□No
(3) Does he/she attend training on new model vehicle		✓ Yes	□ No
(4) Does the AT have good rapport with Area personn	el and vendors?	✓ Yes	□ No
(5) Does the AT ensure vehicles are available at shift	change?	✓ Yes	□No
(6) Does the AT periodically attend staff meetings?		✓ Yes	□No
(7) Does the AT have ideas/suggestions for improving	the program?	✓ Yes	□ No
c. How much maintenance work is being done by the AT?	75%		
(1) Is he/she qualified to perform maintenance and min	nor repairs?	✓ Yes	□ No
(a) If these duties are not being performed, why n	ot?		
d. What other duties or responsibilities are placed on the	AT? Fleet cleanliness, work area cleanliness, moni	toring condition	n of tools, and
monitor Fleet automotive parts inventory.		our Time oppositions (exist Children New York)	
. VEHICLE USE	EVALUATED ACTION REQUIRED X None	CORRECTED	)
a. How many "E" Class vehicles are assigned to the Area			11-11-11-11-11-1

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

_		. (		
V4449A	(	Is there an unmarked patrol vehicle assigned for the commander?	✓ Yes	□ No
	(:	2) If the number of vehicles assigned is in excess of the formula, what justification has been made?		
	b. A	re there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	✓ Yes	□No
	(1	) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	✓ Yes	□No
***		(a) Is there a supply of tools and minor equipment available?	✓ Yes	□No
****	c. V	hat is the justification for any vehicle kept at employees homes after duty hours? Area Commander's vehicle	and motore	cycle officers
	a	nd sergeants living within the required 50 mile radius of the Oakland Area office		
HESSAG	d. V	ho does the commander allow to ride in vehicles? Uniformed personnel, authorized ride along's		
	(1	) Do supervisors use the CHP 428, Release and Waiver of Liability?	☑ Yes	□No
		(a) Is the CHP 428 kept for the appropriate period of time?	✓ Yes	□No
3.	SER	ICE ARRANGEMENTS EVALUATED ACTION REQUIRED X None	CORRECTED	)
á	a. W	hat vendors are being used for servicing or repairing vehicles? Primarily, Ford dealerships (2)		
	(1)	Are they authorized dealers?	✓ Yes	□ No
	(2)	What process was used in selecting a service vendor? Guidelines, policies and procedures as set in HPM	131.1	**************************************
303-5(1145	2011123116X			
	(3)	What are the hourly rates being charged? \$72.00		
		(a) Are discounts given on parts?	✓ Yes	□No
	(4)	Has the command shopped for the most cost effective vendors?	√ Yes	□No
	(5)	Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?		
	(6)		✓ Yes	□No
 h		Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	✓ Yes	□ No
		ehicle availability has been a problem, has Area experimented with weekend maintenance?	☐ Yes	☑ No
		What percentage of the fleet is needed on weekends? 50% - 100%, scheduled details dictate the percentage		
		Are there shortages of vehicles on Mondays?	Yes	☑ No
	(3)	If more than one AT, are their hours/days scheduled most effectively?	✓ Yes	□ No
_		(a) Is overtime needed for maximum enforcement periods?	☐ Yes	☑ No
c.		provisions adequate to ensure regular washing of vehicles?	✓ Yes	□ No
	(1)	How are interiors cleaned? Interiors are cleaned during contract car washes at the Area office and at the d	esignated co	ontract Car
		Wash vendors.		
			The second secon	

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### **FLEET MANAGEMENT**

(a) Is excessive officer time used to wash vehicles?  (3) Is there more than one car wash facility available?  (4) Are vehicles being excessively washed or detailed?  (5) Does the Area have a maintenance worker or janitor wash cars?  (6) Is there any other program that can be of assistance in washing cars?  (7) Who is authorized to declare a vehicle unsafe for patrol?  (8) Who determines when any portion of the vehicle is found unsafe or questionable.  (9) Who determines when a vehicle is safe after repair or checking of defects? ATs or Sergeants  (9) Does he/she sign off the report form and indicate what has been done?  (9) Is this system effective?  (1) Who large a records kept? 5 Years  (1) Who large a system in place to check vehicles for defects after high speed pursuits?  (1) Who gare records kept? 5 Years  (2) Is there a system to ensure equitable mileage accumulation on all vehicles?  (1) Are vehicles run out in the same order they are received?  (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (2) Is there an adjustments to mileage accomplished? When assigned vehicle's mileage begin falling behind the suggested formul vehicle is placed into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minimize.  (1) Do field supervisors and officers understand their responsibility in vehicle assignments?  (2) Does the AT understand what is required?	
(3) Its there more than one car wash facility available?  (4) Are vehicles being excessively washed or detailed?  (5) Does the Area have a maintenance worker or janifor wash cars?  (6) Is there any other program that can be of assistance in washing cars?  (7) Who do officers report defective equipment? Officers write up problems which are given to the AT's.  (1) Who is authorized to declare a vehicle unsafe for patrol? During the vehicle pre/post shift inspection, the inspecting of place a vehicle out of service, when any portion of the vehicle is found unsafe or questionable.  (a) Who determines when a vehicle is safe after repair or checking of defects? ATs or Sergeants  (b) Does he/she sign off the report form and indicate what has been done?  (c) Is this system effective?  (d) How long are records kept? 5 Years  (e) Is there a system in place to check vehicles for defects after high speed pursuits?  (e) Is there as yetem to ensure equitable mileage accumulation on all vehicles?  (f) Are vehicles run out in the same order they are received?  (g) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (g) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (g) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (a) If not, can adjustments be made to accomplish this?  (b) How are adjustments to mileage accomplished?  (c) Does the AT understand what is required?  (d) Yes  (e) Does the Area have a "personalized vehicle assignment" program?  (g) Does the Area have a "personalized vehicle assignment" program?  (g) How are adjustments are defected mileage averaging? Assigned vehicles provide a consistent accumulation of miles.	□ No
(4) Are vehicles being excessively washed or detailed?  (5) Does the Area have a maintenance worker or janitor wash cars?  (6) Is there any other program that can be of assistance in washing cars?  (7) Who is authorized to declare a vehicle unsafe for patrol? During the vehicle pre/post shift inspection, the inspecting of place a vehicle out of service, when any portion of the vehicle is found unsafe or questionable.  (a) Who determines when a vehicle is safe after repair or checking of defects? ATs or Sergeants  (b) Does he/she sign off the report form and indicate what has been done?  (c) Is this system effective?  (d) How long are records kept? 5 Years  (e) Is there a system in place to check vehicles for defects after high speed pursuits?  (e) Is there a system to ensure equitable mileage accumulation on all vehicles?  (f) Are vehicles run out in the same order they are received?  (g) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (g) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (g) Is there an adjustments be made to accomplish this?  (g) How are adjustments to mileage accomplished? When assigned vehicle's mileage begin falling behind the suggested formul vehicle is placed into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minime (1) Do field supervisors and officers understand their responsibility in vehicle assignments?  (g) Does the AT understand what is required?  (g) Does the AT understand what is required?  (g) Does the Area have a "personalized vehicle assignment" program?  (g) Hiso, how does it effect mileage averaging? Assigned vehicles provide a consistent accumulation of miles.	☑ No
(5) Does the Area have a maintenance worker or janitor wash cars?  (6) Is there any other program that can be of assistance in washing cars?  (7) Who is authorized to declare a vehicle unsafe for patrol? During the vehicle pre/post shift inspection, the inspecting of place a vehicle out of service, when any portion of the vehicle is found unsafe or questionable.  (a) Who determines when a vehicle is safe after repair or checking of defects? ATs or Sergeants  (b) Does he/she sign off the report form and indicate what has been done?  (c) Is this system effective?  (d) How long are records kept? 5 Years  (e) Is there a system in place to check vehicles for defects after high speed pursuits?  (e) Is there a system to ensure equitable mileage accumulation on all vehicles?  (f) Are vehicles run out in the same order they are received?  (g) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (g) Is there an adjustments be made to accomplish this?  (g) How are adjustments to mileage accomplished? When assigned vehicle's mileage begin falling behind the suggested formul vehicle is placed into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minime (1) Do field supervisors and officers understand their responsibility in vehicle assignments?  (g) Does the AT understand what is required?  (g) Breath AT and explain and a projections vehicles provide a consistent accumulation of miles.	□No
(6) Is there any other program that can be of assistance in washing cars?  d. How do officers report defective equipment? Officers write up problems which are given to the AT's.  (1) Who is authorized to declare a vehicle unsafe for patrol? During the vehicle pre/post shift inspection, the inspecting of place a vehicle out of service, when any portion of the vehicle is found unsafe or questionable.  (a) Who determines when a vehicle is safe after repair or checking of defects? ATs or Sergeants  (b) Does he/she sign off the report form and indicate what has been done?  (c) Is this system effective?  (d) How long are records kept? 5 Years  (e) Is there a system in place to check vehicles for defects after high speed pursuits?  4. MILEAGE MANAGEMENT  2. Yes  (1) Are vehicles run out in the same order they are received?  (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (a) If not, can adjustments be made to accomplish this?  (b) How are adjustments to mileage accomplished? When assigned vehicle's mileage begin falling behind the suggested formul vehicle is placed into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minimal to be filled supervisors and officers understand their responsibility in vehicle assignments?  (a) If so, how does it effect mileage averaging? Assigned vehicles provide a consistent accumulation of miles.	☑ No
d. How do officers report defective equipment? Officers write up problems which are given to the AT's.  (1) Who is authorized to declare a vehicle unsafe for patrol? During the vehicle pre/post shift inspection, the inspecting of place a vehicle out of service, when any portion of the vehicle is found unsafe or questionable.  (a) Who determines when a vehicle is safe after repair or checking of defects? ATs or Sergeants  (b) Does he/she sign off the report form and indicate what has been done?	☑ No
(1) Who is authorized to declare a vehicle unsafe for patrol? During the vehicle pre/post shift inspection, the inspecting of place a vehicle out of service, when any portion of the vehicle is found unsafe or questionable.  (a) Who determines when a vehicle is safe after repair or checking of defects? ATs or Sergeants  (b) Does he/she sign off the report form and indicate what has been done?  (c) Is this system effective?  (d) How long are records kept? 5 Years  (e) Is there a system in place to check vehicles for defects after high speed pursuits?  (e) Is there a system to ensure equitable mileage accumulation on all vehicles?  (f) Are vehicles run out in the same order they are received?  (g) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (g) If not, can adjustments be made to accomplish this?  (g) How are adjustments to mileage accomplished? When assigned vehicle's mileage begin falling behind the suggested formul vehicle is placed into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minimal to be filled supervisors and officers understand their responsibility in vehicle assignments?  (g) Does the AT understand what is required?  (g) Does the AT understand what is required?  (g) Does the Area have a "personalized vehicle assignment" program?  (g) If so, how does it effect mileage averaging? Assigned vehicles provide a consistent accumulation of miles.	✓ No
place a vehicle out of service, when any portion of the vehicle is found unsafe or questionable.  (a) Who determines when a vehicle is safe after repair or checking of defects? ATs or Sergeants  (b) Does he/she sign off the report form and indicate what has been done?  (c) Is this system effective?  (d) How long are records kept? 5 Years  (e) Is there a system in place to check vehicles for defects after high speed pursuits?  (e) Is there a system in place to check vehicles for defects after high speed pursuits?  (a) MILEAGE MANAGEMENT  (b) Are vehicles run out in the same order they are received?  (c) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (d) If not, can adjustments be made to accomplish this?  (e) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (f) Are vehicles run out in the same order they are received?  (g) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (g) If not, can adjustments to mileage accomplished?  (g) When assigned vehicle's mileage begin falling behind the suggested formult vehicle is placed into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minimal to be field supervisors and officers understand their responsibility in vehicle assignments?  (g) Does the AT understand what is required?  (g) Does the Area have a "personalized vehicle assignment" program?  (g) Yes  (g) Does the Area have a "personalized vehicle assignment" program?  (g) Yes  (g) How does the Area project run outs? The Oakland Area ATs are diligent with recording vehicle mileage and projections vehicles.	
place a vehicle out of service, when any portion of the vehicle is found unsafe or questionable.  (a) Who determines when a vehicle is safe after repair or checking of defects? ATs or Sergeants  (b) Does he/she sign off the report form and indicate what has been done?  (c) Is this system effective?  (d) How long are records kept? 5 Years  (e) Is there a system in place to check vehicles for defects after high speed pursuits?  (e) Is there a system in place to check vehicles for defects after high speed pursuits?  (a) MILEAGE MANAGEMENT  (b) Are vehicles run out in the same order they are received?  (c) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (d) If not, can adjustments be made to accomplish this?  (e) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (f) Are vehicles run out in the same order they are received?  (g) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (g) If not, can adjustments to mileage accomplished?  (g) When assigned vehicle's mileage begin falling behind the suggested formult vehicle is placed into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minimal to be field supervisors and officers understand their responsibility in vehicle assignments?  (g) Does the AT understand what is required?  (g) Does the Area have a "personalized vehicle assignment" program?  (g) Yes  (g) Does the Area have a "personalized vehicle assignment" program?  (g) Yes  (g) How does the Area project run outs? The Oakland Area ATs are diligent with recording vehicle mileage and projections vehicles.	
(a) Who determines when a vehicle is safe after repair or checking of defects? ATs or Sergeants  (b) Does he/she sign off the report form and indicate what has been done?  (c) Is this system effective?  (d) How long are records kept? 5 Years  (e) Is there a system in place to check vehicles for defects after high speed pursuits?  (e) Is there a system in place to check vehicles for defects after high speed pursuits?  (a) MILEAGE MANAGEMENT  (b) Action recourse of None  (c) Action recourse of None  (d) How long are records kept? 5 Years  (e) Is there a system to ensure equitable mileage accumulation on all vehicles?  (f) Are vehicles run out in the same order they are received?  (g) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (g) If not, can adjustments be made to accomplish this?  (g) How are adjustments to mileage accomplished? When assigned vehicle's mileage begin falling behind the suggested formula vehicle is placed into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minimal to the improvement of the previous and officers understand their responsibility in vehicle assignments?  (g) Does the AT understand what is required?  (g) Does the AT understand what is required?  (g) Pes  (g) Does the Area have a "personalized vehicle assignment" program?  (g) Yes  (g) If so, how does it effect mileage averaging? Assigned vehicles provide a consistent accumulation of miles.	ficer shal
(b) Does he/she sign off the report form and indicate what has been done?	
(c) Is this system effective?  (d) How long are records kept? 5 Years  (e) Is there a system in place to check vehicles for defects after high speed pursuits?  (e) Is there a system in place to check vehicles for defects after high speed pursuits?  (f) MILEAGE MANAGEMENT  (g) ACTION REQUIRED None  (h) ACTION REQUIRED NONE  (ii) Are vehicles run out in the same order they are received?  (iii) Are vehicles run out in the same order they are received?  (iv) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (iv) If not, can adjustments be made to accomplish this?  (iv) How are adjustments to mileage accomplished? When assigned vehicle's mileage begin falling behind the suggested formul vehicle is placed into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minimal to place into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minimal to positive in the AT understand what is required?  (iv) Does the AT understand what is required?  (iv) Does the Area have a "personalized vehicle assignment" program?  (iv) Yes  (	
(d) How long are records kept? 5 Years  (e) Is there a system in place to check vehicles for defects after high speed pursuits?  If we will a system in place to check vehicles for defects after high speed pursuits?  If we will a system in place to check vehicles for defects after high speed pursuits?  If we will a system to ensure equitable mileage accumulation on all vehicles?  If we will a system to ensure equitable mileage accumulation on all vehicles?  If we will a system to ensure equitable mileage accumulation on all vehicles?  If we will a system to ensure equitable mileage accumulation on all vehicles?  If we will a system to ensure equitable mileage accumulation on all vehicles?  If we will a system to ensure equitable mileage accumulation on all vehicles are run out at regular intervals?  If we will a system to ensure equitable mileage will a system to ensure a sys	□No
(e) Is there a system in place to check vehicles for defects after high speed pursuits?    ACTION REQUIRED   CORRECTED	□No
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?  (1) Are vehicles run out in the same order they are received?  (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (3) If not, can adjustments be made to accomplish this?  (4) How are adjustments to mileage accomplished? When assigned vehicle's mileage begin falling behind the suggested formulate vehicle is placed into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minimal of the supervisors and officers understand their responsibility in vehicle assignments?  (3) Does the AT understand what is required?  (4) If so, how does it effect mileage averaging? Assigned vehicles provide a consistent accumulation of miles.	.,,,
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?  (1) Are vehicles run out in the same order they are received?  (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (a) If not, can adjustments be made to accomplish this?  (b) How are adjustments to mileage accomplished? When assigned vehicle's mileage begin falling behind the suggested formul vehicle is placed into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minimal (1) Do field supervisors and officers understand their responsibility in vehicle assignments?  (2) Does the AT understand what is required?  (3) Does the Area have a "personalized vehicle assignment" program?  (4) Yes  (5) The Oakland Area ATs are diligent with recording vehicle mileage and projections vehicle in the control of the supervisors with the coording vehicle mileage and projections vehicles.	□No
(1) Are vehicles run out in the same order they are received?  (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (3) If not, can adjustments be made to accomplish this?  (4) How are adjustments to mileage accomplished? When assigned vehicle's mileage begin falling behind the suggested formul vehicle is placed into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minimal vehicle supervisors and officers understand their responsibility in vehicle assignments?  (5) Does the AT understand what is required?  (6) Does the Area have a "personalized vehicle assignment" program?  (7) Yes  (8) If so, how does it effect mileage averaging? Assigned vehicles provide a consistent accumulation of miles.	
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?  (a) If not, can adjustments be made to accomplish this?  (b) How are adjustments to mileage accomplished? When assigned vehicle's mileage begin falling behind the suggested formul vehicle is placed into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minimal (1) Do field supervisors and officers understand their responsibility in vehicle assignments?  (2) Does the AT understand what is required?  (3) Does the Area have a "personalized vehicle assignment" program?  (4) If so, how does it effect mileage averaging? Assigned vehicles provide a consistent accumulation of miles.	□No
(a) If not, can adjustments be made to accomplish this?  b. How are adjustments to mileage accomplished? When assigned vehicle's mileage begin falling behind the suggested formul vehicle is placed into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minimal (1) Do field supervisors and officers understand their responsibility in vehicle assignments?  (2) Does the AT understand what is required?  (3) Does the Area have a "personalized vehicle assignment" program?  (a) If so, how does it effect mileage averaging? Assigned vehicles provide a consistent accumulation of miles.	√ No
b. How are adjustments to mileage accomplished? When assigned vehicle's mileage begin falling behind the suggested formul vehicle is placed into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minimal (1) Do field supervisors and officers understand their responsibility in vehicle assignments?  (2) Does the AT understand what is required?  (3) Does the Area have a "personalized vehicle assignment" program?  (a) If so, how does it effect mileage averaging? Assigned vehicles provide a consistent accumulation of miles.	□No
vehicle is placed into service as a pool vehicle to maximize its use on several shifts. If too many miles, the vehicle is minimal (1) Do field supervisors and officers understand their responsibility in vehicle assignments?  (2) Does the AT understand what is required?  (3) Does the Area have a "personalized vehicle assignment" program?  (a) If so, how does it effect mileage averaging? Assigned vehicles provide a consistent accumulation of miles.  c. How does the Area project run outs? The Oakland Area ATs are diligent with recording vehicle mileage and projections vehicles.	⊒ No
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?  (2) Does the AT understand what is required?  (3) Does the Area have a "personalized vehicle assignment" program?  (a) If so, how does it effect mileage averaging? Assigned vehicles provide a consistent accumulation of miles.  c. How does the Area project run outs? The Oakland Area ATs are diligent with recording vehicle mileage and projections vehicles.	la, the
(2) Does the AT understand what is required?  (3) Does the Area have a "personalized vehicle assignment" program?  (a) If so, how does it effect mileage averaging? Assigned vehicles provide a consistent accumulation of miles.  c. How does the Area project run outs? The Oakland Area ATs are diligent with recording vehicle mileage and projections vehicles.	ally used.
(3) Does the Area have a "personalized vehicle assignment" program?  (a) If so, how does it effect mileage averaging? Assigned vehicles provide a consistent accumulation of miles.  c. How does the Area project run outs? The Oakland Area ATs are diligent with recording vehicle mileage and projections vehicle.	□No
(a) If so, how does it effect mileage averaging? Assigned vehicles provide a consistent accumulation of miles,  c. How does the Area project run outs? The Oakland Area ATs are diligent with recording vehicle mileage and projections vehicle.	] No
c. How does the Area project run outs? The Oakland Area ATs are diligent with recording vehicle mileage and projections veh	No
g remove many control of the projections control of the projection control of the proje	
and the state of t	
and the state of t	
replacement when a vehicle reaches 90k miles.	nicle
	···
(1) Is FOS provided 30-45 days advance notice?	] No
	T-20-11-11-1

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### **FLEET MANAGEMENT**

			· · · · · · · · · · · · · · · · · · ·					
ne e	(	2) V	/hat has been the condition of vehicles ret	lurned to FOS?	Normal wear and	tear for a vehicle with 100	OK miles.	
	(	3) Aı	re the right equipment options completed?	···	man man and a second		✓ Yes	
5.			TIVE WORK AREA/EQUIPMENT	ned en times anones	EVALUATED X	ACTION REQUIRED None	CORRECTED	
	a. Is	s there	e adequate space and comfort in the AT o	office?			✓ Yes	□No
	(′	1) Is	the office arranged neatly, and are all bul	letins and manu	als current?		✓ Yes	□No
	(2	2) Do	pes the AT maintain a service and flat rate	manual?		.,	[/] Yes	□No
	b. Is the space for working on vehicles adequate?					✓ Yes	□No	
	(1	) Is	it clean and organized?	***************************************			✓ Yes	□No
	c. D	oes th	ne AT have the supply of tools listed in HF	PM 31.1, Fleet C	perations Manual,	Chapter 6?	✓ Yes	□ No
	(1	) Ist	there an inventory?			AN ANNAL AND STREET, THE SECOND STATES	✓ Yes	□No
		(a)	When was it last checked?	\$2/00			✓ Yes	□No
	(2	) Are	the tools located where they can be eas	ily accessed by	the AT when worki	ng on vehicles?	✓ Yes	□No
		(a)	Are they clean and properly maintained	?	***************************************	Tree - Assessment	✓ Yes	□No
		(b)	is there security for the tools when the A	T is not present	1?	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Yes	□No
		(c)	Who has access to the tools?			V	☐ Yes	□ No
d	d. Does the AT have the equipment necessary to perform all required tasks?						✓ Yes	□No
14:	(1) If not, has it been budgeted for and/or ordered?						☐Yes	□No
е	. Is	the ec	quipment neat, clean and in good repair?				✓ Yes	□No
	(1)	Hav	e replacements been planned and budge	ted for?			✓ Yes	□No
f.	Are	there	additional tools or items of equipment ne	eded?	NAME		☐ Yes	☑No
	(1)	Cou	ld the AT be more effective if they were a	vailable?		11	☐ Yes	☑ No
	(2)	Can	they and/or have they been requisitioned	d or requested?	The state of the s	ALLE ALLE ALLE ALLE ALLE ALLE ALLE ALLE	☐ Yes	☑ No
. т	RES	, PAR	TS AND SUPPLIES	770	EVALUATED X	None	CORRECTED	
a.	ls ti	he sp	ace provided for parts and supplies adeq	uate?			✓ Yes	□No
	(1) If not, can more space be provided?						☐ Yes	□No
	(2)	Is the	e space neatly and logically organized?				✓ Yes	□ No
	(3) Is there adequate security?						□ No	
,	(4)	Who	has access to the parts/supplies? Com	mander, Lieute	nants, Supervisors,	and ATs		
	(5)	Are b	patteries stored in a dry location, off the c	ement floor?			✓ Yes	□No
b.	Are	aulon	notive parts and supplies inventoried and	maintained in f	Fleet Focus (FF) as	required?	✓ Yes	□No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### **FLEET MANAGEMENT**

c. Are reasonable numbers of parts/supplies stocked?			✓ Yes	□No
(1) Are there obsolete parts on hand?			☐ Yes	☑ No
d. Does Area stock parts/supplies purchased by the Department,	✓ Yes	□No		
e. Are adequate records maintained for tires, and are all tires acc	ounted for?		✓ Yes	□No
(1) Are tire requests properly documented and ordered throug Business Services Section?	the Purchasing Service	es Unit of	✓ Yes	□No
(2) Are proper guidelines in place for record keeping?			✓ Yes	□No
(a) Are records reviewed by management?			✓ Yes	□No
(3) Are tires properly safeguarded from theft or misuse?			✓ Yes	□No
(a) How are tires stored? In secured tire racks				
				***
(4) Is access to the tires restricted to the AT and his/her assist	tant or backup?		Yes	☑ No
(5) Does Area provide motorcycle vendors with a stock of tires	3?		☐ Yes	☑ No
(6) Does it appear tires are being replaced prematurely?			☐ Yes	☑ No
(7) Are adequate records maintained for used tires?			✓ Yes	□ No
(a) Is the disposition of used tires within policy?			✓ Yes	□No
f. How are old tires/batteries disposed of? A contract waste tire	company picks up the u	sed tires. Used batteries	are excha	nged for new
ones.				
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors	(CHP 265) sent to prospe	ective bidders?	✓ Yes	□No
(2) Are either tires or batteries being traded to offset installation	n costs?		✓ Yes	□No
(3) Are the provisions of any tire or battery disposal contract be	eing met?		☑ Yes	□No
g. Are Material Safety Data Sheets (MSDS) posted as required?			Yes	□No
(1) Are all containers (other that the original) containing hazard	dous materials properly m	arked?	Yes	□No
h. Has the quarterly count of parts, tires, accessories and supplies	been conducted?		Yes	□No
(1) Who conducted the count? AT or Scrgeants				
1010				OLI A P. MANAGE
7. FUEL DISPENSING FACILITY	EVALUATED X	None	CORRECTED	).
Normally, is all fuel used by departmental personnel dispensed command location?	through the fuel facility a	t the	✓ Yes	□No
(1) What procedures have been established for purchasing fue	I from service stations in	emergencies? Voyago	er card	
	**************************************			
(a) Is self-service or full-service used? self-service				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b. Is the fuel island clean and neat?	✓ Yes	□No
(1) Does it need repair or painting?	☐ Yes	☑ No
(2) Are fuel, water and air hoses in good repair?	✓ Yes.	□No
(3) Is the break-away coupler installed?	✓ Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
(5) is there a clean oil storage rack?	✓ Yes	□No
(6) Is the lighting adequate?	✓ Yes	□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
(8) Have problems been reported to Facilities Section?	✓ Yes	□No
c. Is there an adequate amount of supplies available to officers?	✓ Yes	□ No
d. Who fuels the vehicles? Uniformed personnel and ATs		
(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
(2) Who has access to the keys to lock the meters and the storage tank? Captain, Lieutenants, Sergeants	and ATs	
(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f. What method is used to log fuel and oil used in individual vehicles? CHP 33 and area office daily fuel repo	rt located at the	e gas pumps.
(1) Are records maintained as required?	✓ Yes	□No
(2) What is done to reconcile differences of more than 2-3 gallons daily? Locating all CHP 33 books in the	e vehicles and	cross
referencing the gasoline amounts pumped.		ACORD.
g. Does the physical inventory reasonably balance with the metered inventory each month?		□No
(1) When was the pump meter last checked for accuracy?	ALLESTEER SEATTING CO.	- Substitution of
		0.000
h. Is there a contract for fuel?	✓ Yes	□No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use? The pumps are located in the secured be	ack parking lot	of the office.
(1) Is the system adequate?		□No
(2) Is it utilized by all personnel?	✓ Yes	□No
AND THE RESERVE OF THE PROPERTY OF THE PROPERT	and the second	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

8. 5	AFI	ETY	EVALUATED X	-	ACTION REQUIRED None	CORRECTED	
а	. D	oes the Area conduct an inspection of the facility twice each yea	ar to detect sa	fety hazard	ds?	✓ Yes	□No
U-11122	(1	) Are the AT's work areas inspected?				Yes	□No
þ	. А	re there possible unsafe conditions within the AT's work areas?	Historic .			Yes	☑ No
	(1	) Is the shop floor clean and free of any spills?			A	✓ Yes	□No
	(2	) Are electrical cords or hoses posing a hazard?				Yes	☑ No
==	(3	) - Are fire extinguishers charged, inspected and of the proper ty	/pe?			☑ Yes	□No
	(4	Yes	☑ No				
	(5) Are there loose items on the floor?  (6) Is the bench grinder firmly affixed, and are there safety glasses available?						☑No
	(6)	) Is the bench grinder firmly affixed, and are there safety glass	es available?			✓ Yes	□No
	(a) Are they worn by the AT?						□No
	(7)	Is the battery charger in a safe place?				✓ Yes	□No
	(8)	) Are masks available for AT's to wear when servicing brakes?				✓ Yes	□No
		(a) If yes, are they worn?				✓ Yes	□ No
	(9)	Are jack stands properly utilized?	THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SE			✓ Yes	□No
C.	W	hat is the Area occupational safety record as it relates to fleet m	anagement?	No injuri	es have been claimed re	lating to F	leet
	М	anagement.					
	(1)	Have any injuries been prevented with an improved safety aw	areness prog	ram?	*(	☐ Yes	□No
9. V	EHI	CLE RECORDS AND MAINTENANCE	EVALUATED X		ACTION REQUIRED Nane	CORRECTED	
a.	Are	e fleet records logically filed?				✓ Yes	□No
	(1)	Are they conveniently located and available to the AT and sup	pervisor?			✓ Yes	□ No
	(2)	Do files contain all required documents?	321194117777911432 <del></del>			✓ Yes	□No
		(a) If documents are not in files, where are they located?					
				·			
b.	Do	the Fleet Focus (FF) documents comply with the instructions in	n HPM 31,1, F	leet Opera	itions Manual?	☑ Yes	□No
200000000000000000000000000000000000000	(1)	Are documents legible and complete?			William III was a sana	✓ Yes	□No
	(2)	Who reviews the FF reports? Administrative Lieutenant and	Fleet & Moto	rcycle serg	eants		
5	(3)	How is the information used in Area's fleet administration? 'T	o analyze med	chanical fa	ilures, wear and tear on	vehicles r	elating to
		mileage. Repair costs are evaluated.					
c.	is th	ne CHP 424 current?				☑ Yes	□No
	(1)	Does the CHP 424 reveal any unusual repair patterns or dupli	cate services	?		☑ Yes	□No
		The state of the s		***************************************			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) Have required services been of	done at the proper mileage?		real of the part to the second of the second	✓ Yes	□No
d. Is the Area using the most effective	e and economical method of	repairing/maintaining	g the fleet?	✓ Yes	□No
(1) Are hourly rates in line with pr	✓ Yes	□No			
(2) Does the AT refer to manuals	✓ Yes	□No			
(3) Is work being done by vendors	s that should be done by the	AT?		☐ Yes	☑ No
(4) Are there any warranty problem	ms?			✓ Yes	□ No
(a) If so, are they being resolu	ved?		3000	✓ Yes	□No
(5) Is the credit card being used in	☐ Yes	☑ No			
(6) Does the commander or his/he	er designee review and/or ap	prove invoices?	<u>— 1400— 8800 — 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 1400— 14</u>	✓ Yes	□No
(a) If so, is there a threshold li	mit, and how is the approval	indicated on the invo	pice? Vehicle mileage fo	rmula is used	to calculate
the maximum dollar amou	int to be spent on repair(s).	Approval stamp is pl	laced on all invoices to be	paid by acco	unting.
e. Do invoices indicate parts are being	g supplied by the CHP?			✓ Yes	□No
(1) If parts are on invoices, does the	ne vendor give a discount?	***************************************	· Accomplished and a second and	✓ Yes	□No
f. Are fleet operations bulletins mainta	rined and accessible to the A	T?	<del>VIII.000.000.000.000.000.000.000.000.000</del>	☑ Yes	□No
10. CONDITION OF THE FLEET		EVALUATED X	ACTION REQUIRED None	CORRECTED	
a. Using a CHP 33E, Vehicle Inspection	on Checklist, as a guide, are	there any patterns o	r problems identified?	✓ Yes	□No
(1) Have any unauthorized modific	ations been made on vehicle	es?		☐ Yes	☑ No
11. MOTORCYCLES		EVALUATED X	ACTION REQUIRED None	CORRECTED	,
a. Is the Area commander involved an	d kept informed of motorcycle	e deployment, needs	s, problems, etc.?		□No
(1) Are the program objectives clea	rly understood by the comma	ander and supervisor	rs?	✓ Yes	□No
(2) Does the Area have an up-to-da	ate SOP relating to motorcyc	le operations?		✓ Yes	□No
b. Are motorcycles being deployed in o	conformance with departmen	tal policy and Fleet (	Operations Bulletins?	✓ Yes	□No
(1) Are motorcycles being used on	beats with predominantly hig	gh speed problems?		☑ Yes	□No
(2) Are motorcycles used for specia	al duty officer transportation?	)		☐ Yes	☑No
(3) Are motorcycles parked at the A	Area office during vacations a	and extended days o	ff?	✓ Yes	□No
c. Are Fleet Operations Bulletins pertai	ining to motorcycles filed tog	ether?	PHARMACHINA CONTRACTOR OF THE PARCET OF THE	☑ Yes	□No
(1) What system is in place to verify	y understanding and complia	nce? Daily inspec	tions are completed by th	e individual o	fficers,
monthly inspections are conduc	cted by motorcycle sergeants	, and monthly training	ng days discussions on O	cc. Safety are	conducted.
(2) Are Bulletins discussed with ride			The second secon	✓ Yes	□No
(2) Are Daliellis discussed with flut	ers?			E 103	
d. What type of active safety program of		akland Area conduct	ts monthly balance and co		

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

## **FLEET MANAGEMENT**

			A CONTRACTOR OF STREET	Control of the second second second
	(1)	Is there a Defensive Rider Program?	✓ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	✓ Yes	□No
	(3)	What is the Area's safety record? This year, the Oakland Area has not sustained any preventable motorcy	cle collisio	ons. In 2008,
		the Oakland Area motorcycle squad received a Commissioner's Unit Citation for 500,000 miles without a	preventable	e T/C.
Tel Comp	Edil —	(a) How does it compare with Division and statewide rates? The Oakland Area is consistent with GG Div	ision and s	statewide
		motorcycle programs.		
	(4)	Does the Area conduct quarterly motorcycle training?	✓ Yes	□No
		(a) Are mandatory exercises being conducted?	✓ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	✓ Yes	□No
$\epsilon$	. Are	emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	✓ Yes	□No
	(2)	Is the repair person proficient?	✓ Yes	□No
	(3)	Is service available on weekends?	Yes	☑ No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	☑ No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	☑ No
	(6)	Are any repairs being done by riders?	☐ Yes	☑ No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	☑ No
	********	(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g.	Is th	ere adequate space to park and/or store motorcycles?	✓ Yes	□No
	(1)	Is safety compromised?	☐ Yes	☑ No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	☑ No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	✓ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	☑ No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	□No
		(a) Has it been inspected and approved?	✓ Yes	□No
		(b) Are records of the approval on file?	Yes	□ No
h.	Has appr	the motorcycle program supervisor developed a workable procedure for storing and accounting for oved supplies and equipment replacements?	✓ Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	✓ Yes	□No
	(2) I	s there ample supply available?	✓ Yes	□No
	(3) /	Are spare tires available?	☐ Yes	☑ No
	(4) [	s a battery charger available?	Yes	□No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

## **FLEET MANAGEMENT**

		(5) Is there security and an accurate inventory kept?	✓ Yes	□No
-	i	i. What arrangements have been made for servicing and repairing motorcycles? The Oakland Area has contrac	ets with two re	pair shops,
		located in the cities of San Francisco and San Rafael.	FF	Will have browner action.
		(1) Is it satisfactory and cost effective?	✓ Yes	□No
		(2) Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□No
111		(3) How is repair work verified? The repair work is verified by invoices and a post inspection certification.		
_		(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	✓ Yes	□No
		(a) Is a supervisor's permission required?	✓ Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	✓ Yes	□ No
		(5) If not ridden, how are motorcycles transported to vendors for repairs?		
_				
		(6) Does the Area have a motorcycle trailer?	✓ Yes	□No
		(a) How often is it used? An average of 1-2 times a month		
		(b) If one is not available, has Area budgeted for one?	☐Yes	☑ No
	j.	Are vehicle files logically kept and up-to-date?		□No
_		(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	☑ No
		(2) Does the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□No
		(3) Is service up-do-date?		□No
	k.	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	✓ Yes	□No
		(1) Are mechanical discrepancies recorded with the date noted and date corrected?	✓ Yes	□No
		(2) Are the forms filed for the life of the motorcycle?	✓ Yes	□No
	l.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	he Yes	□No

## Memorandum

Date:

March 17, 2009

To:

Golden Gate Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Golden Gate Division

File No.:

320.12010.12994

Subject:

AREA MANAGEMENT EVALUATION - CHAPTER 6, FLEET

**MANAGEMENT** 

On March 11, 2009, Golden Gate Division' fleet management evaluation was conducted by Sergeants Ward Radelich, #13137 and Steve Barruel, #12994. The CHP 453F, *Area Management Evaluation Fleet Management*, was utilized to conduct the inspection and interview of personnel.

I. During the evaluation a compliance issue was discovered in the following area:

Section 6, Tires, Parts and Supplies: In February 2009, Golden Gate Division (GGD) conducted a quarterly audit which revealed no data had been entered in the Fleet Focus database for approximately two quarters. The Automotive Service Technician (ASM) is responsible for servicing 189 vehicles assigned to GGD. Due to the overwhelming amount of paperwork generated, the ASM, could not keep up with the data entry of records as outlined in HPM 31.1, Fleet Operations Manual, Chapter 7. Upon discovery of the discrepancy, GGD took immediate action to rectify the problem. In part, two additional personnel were trained in February 2009 and given access to the Fleet Focus to ensure all required information is entered in the database. In addition, proactive measures were put in place to ensure the discrepancy does not occur in the future.

II. This evaluation also brought possible cost saving ideas. In light of the current budgetary crisis, the ASM suggested possibly two cost saving measures. Each suggestion should be evaluated for its feasibility in saving the Department money.

<u>Section 3, Service Arrangements</u>: Currently, it is the responsibility of each Area office to order replacement automotive parts (batteries, oil filters, oil, etc). It was suggested a division-wide ASM meeting be conducted on a quarterly basis. The purpose for the meeting is to consolidate the ordering of automotive parts which could potentially save the Department money by ordering in bulk.

Section 5, Automotive Work Area/Equipment: Currently, GGD pays approximately \$400/per vehicle when a transmission flush is performed on an "E" type sedan (a transmission flush is required every 15,000 miles, which is performed approximately nine times while the vehicle is in service. This equates to approximately \$3,600 throughout the life of the vehicle). The ASM suggested an Automatic Transmission Exchange machine be purchased which is priced at under \$4,000. Currently, of the 189 vehicles assigned to GGD, 49 are "E" type sedans. A single transmission flush in these 49 vehicles costs the Department approximately \$19,600. This cost saving measure has the potential to save the Department approximately over \$176,000 throughout the service life of "E" type sedans. GGD's ASM is certified to use the Automatic Transmission exchange machine.

Golden Gate Division is in compliance with all other areas identified in CHP 453F, Area Management Evaluation Fleet Management.

T. E. GUNTHER, Lieutenant

Golden Gate Division
Administrative Lieutenant

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION	AREA	Golden Gate	NUMBER
FLEET MANAGEMENT	EANTAVIED BA		DATE
CHP 453F (Rev. 6-06) OPI 009	Radelich, #13	03/11/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

rvpe or evaluation ☑ Formal Evaluation (	☐ Informal Evaluation	SUSPENSE DATE			
CLLOW-UP RECURRED	☐ Correction Report	COMMANDER'S REVI	ew	DATE	
I. AREA ADMINISTRATIO		EVALUATED X	ACTION REQUIRED	CORRECTE	0
a. Is there a clear line of	supervision and accountability for the	Area's fleet manager	nent?	✓ Yes	□No
(1) Is the Area comm	nander involved and informed?			✓ Yes	□No
(a) Does he/she	monitor invoices?			✓ Yes	□ No
(2) Who is authorized	d to approve invoices? Licutenant G	unther »			
b. What is the backgrour	nd experience of the Automotive Tech	nician (AT)? 30 year	s of experience: Fed Ex; US	S Army; US C	loast Guard
		<u></u>			
(1) Are sufficient insti	ructions and training provided?			✓ Yes	□No
(2) Is he/she a qualifi	ed mechanic at journey person level?			✓ Yes	□No
(3) Does he/she atter	nd training on new model vehicles?			🗋 Yes	☑ No
(4) Does the AT have	good rapport with Area personnel an	d vendors?		✓ Yes	□No
(5) Does the AT ensu	re vehicles are available at shift chan	ge?	10-15-	✓ Yes	□No
(6) Does the AT period	dically attend staff meetings?	2		✓ Yes	□No
(7) Does the AT have	ideas/suggestions for improving the p	orogram?		✓ Yes	□No
c. How much maintenance	ce work is being done by the AT? All	services and 70% of	repairs		
(1) Is he/she qualified	to perform maintenance and minor re	epairs?		✓ Yes	□No
(a) If these duties	are not being performed, why not?	N/A			
d. What other duties or re	sponsibilities are placed on the AT?	N/A			
MIC TO THE RESERVE TO		1			
VEHICLE USE		X	ACTION REQUIRED	CORRECTED	)
a How many "E" Class ve	chicles are assigned to the Area? 49				

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

11 married grangerite	(1) Is there an unmarked patrol vehicle assigned for the commander?	✓ Yes	□ No
******	(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?		
			#
			wavers see .
t	o. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each sh	nift?	□No
	(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	✓ Yes	□No
	(a) Is there a supply of tools and minor equipment available?	✓ Yes	□ No
C	. What is the justification for any vehicle kept at employees homes after duty hours? ISU personnel are or	n-call and required	I to respond to
	incidents from their residences. Command vehicles are also at home.		
d	d. Who does the commander allow to ride in vehicles? Nonc		
	(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	☐ Yes	☑ No
	(a) Is the CHP 428 kept for the appropriate period of time?	☐ Yes	□No
3. S	SERVICE ARRANGEMENTS  EVALUATED  X  ACTION REQUIRED	CORRECTE	)
а	. What vendors are being used for servicing or repairing vehicles? Chevrolet, Ford and Dodge dealers for	warranty issues.	
	(1) Are they authorized dealers?	✓ Yes	□No
	(2) What process was used in selecting a service vendor? All warranty issues are completed by author	rized dealers. Bro	ooks
	Automotive is used for repairs not covered by warranty or outside the scope of what the ASM can p	erform.	
	(3) What are the hourly rates being charged?		
	(a) Are discounts given on parts?	✓ Yes	□No
	(4) Has the command shopped for the most cost effective vendors?	✓ Yes	□No
	(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?	☐ Yes	☑ No
	(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases	? 📝 Yes	□No
b.	If vehicle availability has been a problem, has Area experimented with weekend maintenance?	☐ Yes	☑ No
77 11	(1) What percentage of the fleet is needed on weekends? Varies with circumstances (i.e. PSD details)	341111111111111111111111111111111111111	nestro 19
	(2) Are there shortages of vehicles on Mondays?	☐ Yes	☑ No
	(3) If more than one AT, are their hours/days scheduled most effectively?	✓ Yes	□No
102000	(a) Is overtime needed for maximum enforcement periods?	☐Yes	☑ No
C.	Are provisions adequate to ensure regular washing of vehicles?		□No
	(1) How are interiors cleaned? at local car washes and through a contract car wash.		
		and the second s	

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

(2) Is the Area's vehicle washing procedure practical and economical?	✓ Yes	□No
(a) Is excessive officer time used to wash vehicles?	☐ Yes	☑ No
(3) Is there more than one car wash facility available?	✓ Yes	□ No
(4) Are vehicles being excessively washed or detailed?	☐ Yes	☑ No
(5) Does the Area have a maintenance worker or janitor wash cars?		□No
(6) Is there any other program that can be of assistance in washing cars?	☐Yes	☑ No
d. How do officers report defective equipment? Defective equipment is reported to the ASM and documented of	n a Defectiv	e Vehicle
Form.		NAME
(1) Who is authorized to declare a vehicle unsafe for patrol? ASM		
(a) Who determines when a vehicle is safe after repair or checking of defects? ASM	distance - Griller	
(b) Does he/she sign off the report form and indicate what has been done?	✓ Yes	□No
(c) Is this system effective?	✓ Yes	□ No
(d) How long are records kept? Life of the vehicle		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	✓ Yes	□ No
4. MILEAGE MANAGEMENT EVALUATED ACTION REQUIRED	CORRECTED	/·
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	✓ Yes	□No
(1) Are vehicles run out in the same order they are received?	✓ Yes	□No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	✓ Yes	□No
(a) If not, can adjustments be made to accomplish this?	☐ Yes	□No
b. How are adjustments to mileage accomplished? Cars are reassigned to ensure appropriate mileage is maintain	ned.	
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	Yes	□ No
(2) Does the AT understand what is required?	✓ Yes	□No
(3) Does the Area have a "personalized vehicle assignment" program?	☐ Yes	☑ No
(a) If so, how does it effect mileage averaging?		
c. How does the Area project run outs? ASM faxes a CFIP 57 to Fleet Operations Section.		
(1) Is FOS provided 30-45 days advance notice?	✓ Yes	□ No

## FLEET MANAGEMENT

(2) What has been the condition of vehicles returned to FOS? Good		
		(77.)
(3) Are the right equipment options completed?	✓ Yes corrected	[] No
5. AUTOMOTIVE WORK AREA/EQUIPMENT EVALUATED X	(ACRESTED	
a. Is there adequate space and comfort in the AT office?	✓ Yes	□ No
(1) Is the office arranged neatly, and are all bulletins and manuals current?	✓ Yes	☐ No
(2) Does the AT maintain a service and flat rate manual?	✓ Yes	□No
b. Is the space for working on vehicles adequate?	☑ Yes	□No
(1) Is it clean and organized?		□No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 67	✓ Yes	☐ No
(1) Is there an inventory?	✓ Yes	□No
(a) When was it last checked? FEBRUARY 2009	✓ Yes	□No
(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?	✓ Yes	□No
(a) Are they clean and properly maintained?	✓ Yes	□No
(b) Is there security for the tools when the AT is not present?	✓ Yes	□No
(c) Who has access to the tools?	☑ Yes	□No
d. Does the AT have the equipment necessary to perform all required tasks?		□No
(1) If not, has it been budgeted for and/or ordered?		□ No
e. Is the equipment neat, clean and in good repair?	✓ Yes	□No
(1) Have replacements been planned and budgeted for?	✓ Yes	□ No
f. Are there additional tools or items of equipment needed?	✓ Yes	□No
(1) Could the AT be more effective if they were available?		□No
(2) Can they and/or have they been requisitioned or requested?		□ No
TIRES, PARTS AND SUPPLIES EVALUATED ACTION REQUIRED	CORRECTED	
a. Is the space provided for parts and supplies adequate?	✓ Yes	□No
(1) If not, can more space be provided?	☐ Yes	☑ No
(2) Is the space neatly and logically organized?	✓ Yes	□No
(3) Is there adequate security?	☑ Yes	□No
(4) Who has access to the parts/supplies?		
(5) Are batteries stored in a dry location, off the cement floor?	✓ Yes	□ No
b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?	✓ Yes	□No

## FLEET MANAGEMENT

0

С	Are reasonable numbers of parts/supplies stocked?	✓ Yes	□No
	(1) Are there obsolete parts on hand?	☐ Yes	☑ No
d	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	✓ Yes	□No
е	Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□ No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	√ Yes	□No
	(2) Are proper guidelines in place for record keeping?	✓ Yes	□ No
	(a) Are records reviewed by management?	✓ Yes	□ No
	(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	□ No
	(a) How are tires stored? Tires are locked in a tire rack.		***********
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires?	☐ Yes	☑ No
	(6) Does it appear tires are being replaced prematurely?	☐Yes	☑ No
	(7) Are adequate records maintained for used tires?	Yes	□No
	(a) Is the disposition of used tires within policy?	✓ Yes	□No
f.	How are old tires/batteries disposed of? Tires are soled using a three bid process. Batteries are taken by the ver	idor per tl	he contract.
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	☑ Yes	□No
	(2) Are either tires or batteries being traded to offset installation costs?	Yes	☑No
	(3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□No
g.	Are Material Safety Data Sheets (MSDS) posted as required?	√ Yes	□No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□No
h.	Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□No
	(1) Who conducted the count? The last count, February 2009, was conducted by Division Operation (Officer R	. Jessel).	
	EVALUATED ACTION REQUIRED	CORRECTED	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
. FU	EL DISPENSING FACILITY X		
a.	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	Yes	☑ No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies?		
	(a) Is self-service or full-service used? Self-service.		

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

		A STATE OF THE PARTY OF THE PARTY OF THE PARTY.	
3,000,000	(2) Is there a written policy, and is it complied with?	✓ Yes	□ No
b	o. Is the fuel island clean and neat?	✓ Yes	□ No
	(1) Does it need repair or painting?	☐ Yes	☑ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?		□ No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
esculeus:	(5) Is there a clean oil storage rack?	✓ Yes	□ No
345	(6) Is the lighting adequate?		□No
***********	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
-	(8) Have problems been reported to Facilities Section?	✓ Yes	□No
C.	Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d.	Who fuels the vehicles?		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e.	is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□ No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
#11 <del>45</del> 5.000	(2) Who has access to the keys to lock the meters and the storage tank?	****	
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? CHP 33 and Fleet Focus and gasoline logs	at the gas	pumps.
95 <u>-</u> 71-11	(A) Are records recipitated as required?	☑ Yes	□No
	<ul><li>(1) Are records maintained as required?</li><li>(2) What is done to reconcile differences of more than 2-3 gallons daily? It is documented on the CHP 33F, N</li></ul>		
	Inventory. Further, it is also documented on the gas logs at the end of each day.  Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	
g.			
	(1) When was the pump meter last checked for accuracy?		in Company of the Com
h,	Is there a contract for fuel?	✓ Yes	□ No
200201110	(1) How often is the fuel supply replenished?		.,,
	(2) At what level is it refilled?		
i.	How does the Area secure the fuel pumps when they are not in use?		
	(1) Is the system adequate?	✓ Yes	□ No
	(2) Is it utilized by all personnel?	✓ Yes	□No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

8. SAFETY	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Does the Area	conduct an inspection of the facility twice each year to detect safe	ety hazards?	✓ Yes	□No
(1) Are the AT	's work areas inspected?	33 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -		□No
b. Are there possi	ble unsafe conditions within the AT's work areas?		☐ Yes	☑ No
(1) Is the shop	floor clean and free of any spills?		✓ Yes	□No
(2) Are electric	al cords or hoses posing a hazard?		✓ Yes	□No
(3) Are fire ext	inguishers charged, inspected and of the proper type?		✓ Yes	□No
(4) Are any ba	tleries leaking or stored improperly?		Yes	☑ No
(5) Are there is	oose items on the floor?		☐Yes	☑ No
(6) Is the benc	h grinder firmly affixed, and are there safety glasses available?		✓ Yes	□ No
(a) Are the	y worn by the AT?		✓ Yes	□No
(7) Is the batte	ry charger in a safe place?			□No
(8) Are masks	available for AT's to wear when servicing brakes?		✓ Yes	□No
(a) If yes,	are they worn?			□No
(9) Are jack sta	nds properly utilized?			□No
c. What is the Area	a occupational safety record as it relates to fleet management?	No recordable incidents were	e reported:	H-M
· · · · · · · · · · · · · · · · · · ·				
(1) Have any in	juries been prevented with an improved safety awareness progra	m?	CORRECTED	□ No
9. VEHICLE RECOR	DS AND MAINTENANCE.			
a. Are fleet records	logically filed?	1		□ No
(1) Are they con	nveniently located and available to the AT and supervisor?			□ No
(2) Do files con	tain all required documents?			□ No
(a) If docur	nents are not in files, where are they located?			
b. Do the Fleet Foo	us (FF) documents comply with the instructions in HPM 31.1, Fle	et Operations Manual?	✓ Yes	□No
(1) Are docume	nts legible and complete?		✓ Yes	□No
(2) Who reviews	the FF reports?			
(3) How is the in	oformation used in Area's fleet administration?	and the second s		- Julius constituente
c. Is the CHP 424 c	urrent?		☑ Yes	□No
(1) Does the Ch	IP 424 reveal any unusual repair patterns or duplicate services?		☐ Yes	☑ No

## FLEET MANAGEMENT

0/11 4001 (NOVI 0 00) 0/1 1 000		
(2) Have required services been done at the proper mileage?	✓ Yes	□ No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?		□No
(1) Are hourly rates in line with prevailing rates?		□ No
(2) Does the AT refer to manuals for invoice cost information?		□No
(3) Is work being done by vendors that should be done by the AT?	☐ Yes	☑ No
(4) Are there any warranty problems?	☐Yes	☑ No
(a) If so, are they being resolved?	☐ Yes	□No
(5) Is the credit card being used in lieu of an invoice?	☐ Yes	☑ No
(6) Does the commander or his/her designee review and/or approve invoices?	✓ Yes	□No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Area/Div sta	np with the pertiner	nt information
(contact, date and reason) and signature of approving authority.		
e. Do invoices indicate parts are being supplied by the CHP?	✓ Yes	□No
(1) If parts are on invoices, does the vendor give a discount?		□ No
f. Are fleet operations bulletins maintained and accessible to the AT?		□No
10. CONDITION OF THE FLEET X	CORRECTED	)
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identifie	d? Yes	☑ No
(1) Have any unauthorized modifications been made on vehicles?	☐ Yes	☑ No
11. MOTORCYCLES EVALUATED ACTION REQUIRED	CORRECTED	
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	☐ Yes	□ No
(1) Are the program objectives clearly understood by the commander and supervisors?	☐ Yes	□No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	☐ Yes	□No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulleting	?? ☐ Yes	□No
(1) Are motorcycles being used on beats with predominantly high speed problems?	☐ Yes	□ No
(2) Are motorcycles used for special duty officer transportation?	☐ Yes	□No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	☐ Yes	□ No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	☐ Yes	□ No
(1) What system is in place to verify understanding and compliance?		
	☐ Yes	□No
(2) Are Bulletins discussed with riders?		

## FLEET MANAGEMENT

VIII 4001 (1001: 0 00) 01 1 000		
(1) Is there a Defensive Rider Program?	Yes	□No
(2) Is there a sufficient number of CMTOs?	☐ Yes	□No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?	72 == SHGG OIL	
(4) Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
(a) Are mandatory exercises being conducted?	☐ Yes	□ No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
e. Are emergency radio repairs made at the office or at the radio shop?		- 12-115-
(1) Are the arrangements satisfactory?	☐ Yes	□No
(2) Is the repair person proficient?	☐Yes	□ No
(3) Is service available on weekends?	☐ Yes	□No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□ No
(5) Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
(6) Are any repairs being done by riders?	☐ Yes	□No
(7) Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g. Is there adequate space to park and/or store motorcycles?	☐ Yes	□No
(1) Is safety compromised?	☐ Yes	□No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	Yes	□ No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
(4) Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
(a) Has it been inspected and approved?	☐Yes	□ No
(b) Are records of the approval on file?	☐ Yes	□No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	☐Yes	□No
(1) Do equipment and accessory times comply with departmental regulations?	☐ Yes	□ No
(2) Is there ample supply available?	☐ Yes	□No
(3) Are spare tires available?	☐ Yes	□No
(4) Is a battery charger available?	☐ Yes	□No

FLEET MANAGEMENT

(5) Is there security and an accurate inventory kept?	☐ Yes	□No
i. What arrangements have been made for servicing and repairing motorcycles?		
(1) Is it satisfactory and cost effective?	☐ Yes	□ No
(2) Does the maintenance program minimize officer and vehicle down time?	Yes	□ No
(3) How is repair work verified?		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□No
(a) Is a supervisor's permission required?	☐ Yes	□No
(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No
(5) If not ridden, how are motorcycles transported to vendors for repairs?		
(6) Does the Area have a motorcycle trailer?	☐Yes	□No
(a) How often is it used?		8
(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j. Are vehicle files logically kept and up-to-date?	☐ Yes	□ No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	□No
(2) Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□No
(3) Is service up-do-date?	Yes	□No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	Yes	□No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No
(2) Are the forms filed for the life of the motorcycle?	Yes	☐ No
I. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	Yes	□No